



# Steveston Community Society

*Serving the Community of Steveston Since 1946*

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## EMPLOYMENT OPPORTUNITY

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### Youth Development Leader III

Steveston Community Society is accepting applications for the part-time Youth Development Leader III position. This position, under the guidance of and reporting to the Youth Development Coordinator, is responsible for leadership of youth programs within a recreation and cultural services setting.

#### **Duties and Responsibilities:**

##### Programming

- Deliver, instruct and lead a variety of programs and activities for youth
- Develop positive relationships with youth; create an all-inclusive welcoming environment, instil a youth involved process; facilitate group settings
- Connect youth into programs, projects, advisory groups and volunteering
- Promote the 40 Developmental Assets
- Assist with large-scale special events

##### Supervisory

- Responsible for supervision of junior staff and/or volunteers in the absence of the Youth Development Coordinator.

##### Customer Service/Communication

- Promote understanding of youth related issues; recognize and acknowledge youth accomplishments
- Articulate boundaries governing appropriate behaviour and use of the centre
- Create, prepare and distribute promotional materials using mixed mediums; promotes events and programs by directly contacting youth
- Demonstrate a working knowledge of popular youth culture
- Liaise with elementary and secondary school
- Respond to inquiries from the public and staff
- Deal with people in difficult situations
- May refer youth to other agencies for information or treatment

##### Safety/Risk Management

- Follow risk management protocols; update risk management and emergency protocols as required; complete incident and accident reports in a timely manner.

##### Administrative

- Meets regularly with supervisors and staff/program committees; provide regular updates/reports for staff, youth workers and committees
- Sets goals throughout the year according to the work plan
- Keep current with trends/issues related to youth
- Books and sets up facilities, vans, equipment and supplies as required
- Responsible to document and report child abuse to supervisors and the Ministry
- Responsible to fill out accident report forms
- Other related duties as assigned and may vary according to each facility.



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### **Required Qualification:**

- Grade 12 plus one year of post-secondary studies in child and youth care studies and two years' experience working with youth or an equivalent combination of education and experience
- BCRPA High Five - Principles of Healthy Child Development Certification
- Standard or Emergency First Aid and CPR
- Police Information Check

### **Desirable Qualifications:**

- Class 4 B.C. driver's license
- Food Safe
- Experience and/or education related to social work, counselling, addiction and drug or alcohol abuse
- Experience working within a program budget
- Experience with volunteer boards
- Facilitating and mentoring experience
- Volunteer coordination experience
- Marketing and event planning skills

### **Hours of Work and Remuneration:**

- 3 – 10 hours per week (evening and weekend work is a requirement of this position)
- \$19.60/hour (As of September 1, 2019)

**Interested candidates may apply for this position by sending a cover letter and resume to:**

Isabel Wong – Youth Development Coordinator – [Isabel.Wong@richmond.ca](mailto:Isabel.Wong@richmond.ca)

The deadline for receiving applications is **September 18, 2019 at 5:00 p.m.**

The Steveston Community Society thanks all applicants in advance for their interest.

Only those candidates under further consideration will be contacted. No phone calls please.