



Youth Programmer

Competition #22-109
Status: Regular Full Time (CUPE)
Department: Parks, Recreation & Culture
Salary: \$30.19 - \$35.50 per hour
Closing: May 23, 2022

Come grow with The City of Maple Ridge! Are you a team player with a "can do attitude", excellent communication and customer service skills? We have the perfect opportunity for you!

POSITION OVERVIEW

We are seeking a full time Youth Programmer in our Parks, Recreation & Culture Division in our Youth Services section at the Greg Moore Youth Centre and other indoor/outdoor facilities that support youth programming.

Planning, developing, coordinating, and evaluating recreational, cultural and social, preventative programs for youth ages assisting a superior in coordinating and administering the operations and promotion of programs in the community, The work involves maintaining effective community liaison, providing lay counselling, monitor, advice and referral services to children and youth on specified activities and subjects; providing leadership and instruction for various programs and activities; and recruiting, training and supervising staff and volunteers.

EDUCATION AND EXPERIENCE

Completion of a post-secondary program in Recreation, Child & Youth Care Counselling, or related Human Services field at a recognized institution and sound related community recreation experience; courses related to youth within a recreation setting are desirable; or an equivalent combination of training and experience.

Extensive experience working with youth and a proven educational background in recreation or youth care is required.

KNOWLEDGE, SKILLS AND ABILITIES

- Sound knowledge of the social, cultural and recreational needs and interests of youth.
- Sound knowledge of the principles, practices and objectives of community recreation programs for youth.
- Working knowledge of the fundamentals of program leadership and recreational instruction.
- Working knowledge of the rules, regulations, procedures and policies governing the work performed and of modern office methods and procedures.
- Ability to plan, develop and coordinate programs and activities and provide leadership and instruction on such programs and activities.
- Ability to assist a superior in coordinating and administering the operations of the facilities.
- Ability to act for a superior for short absences and with defined limits.
- Ability to recruit, train and supervise volunteers and assist in the supervision of contract instructors.

- Ability to establish and maintain effective relationships with youth.
- Ability to prepare and maintain correspondence, records, reports, publicity and promotional material; perform related clerical tasks as required; and to enter, revise, maintain and retrieve a variety of material using a computer terminal.
- Ability to supervise and/or participate in various recreational and social activities for youth.
- Skill in the operation of a variety of equipment used in the programs

LICENCES AND CERTIFICATES

Class 5 Driver's Licence valid in the Province of British Columbia.

St. John's First Aid Certification or equivalent.

HOURS OF WORK:

This position will be responsible for youth programs. The Programmer must be willing to work evenings, weekends and special events.

Hours of work are governed by Schedule "B" (C, J) - based on an eight (8) hour day, forty (40) hour week, may be required to work more than five (5) consecutive shifts in a week or more than forty (40) hours in a week without overtime rates being paid.

PREFERRED QUALIFICATIONS:

- Minimum 2-3 years' experience supervising and mentoring program instructors, program participants and volunteers
- Experience in programming for youth and emerging young adults
- Conflict Resolution and Non-Violent Crisis Intervention training
- Sound knowledge of Microsoft Word, Excel, Power Point and proficient use of social media
- Class 4 Driver's Licence valid in the Province of British Columbia.

WHAT WE OFFER YOU

The City of Maple Ridge is a great place to work with competitive compensation packages that include the Municipal Pension Plan, a strong employee wellness program and the opportunity for professional career growth and professional development. If you want to help shape a growing community in a municipality that strives for service excellence, then this is the position for you.

We thank all applicants for their interest, however, only those under consideration will be contacted.