



100 John West Way  
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Town of Aurora

## Employment Opportunities

Corporate Services

Division of Human Resources

### Programmer, Youth

**Employment Type:** Permanent, Full Time

**Location:** Aurora, ON

**Salary Range:** \$71,349.90 - \$89,186.91

**Closing Deadline:** August 11, 2023

*The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".*

#### Position Summary

Reporting to the Youth Coordinator, the Youth Programmer is responsible for the design, development, implementation and supervision of all youth programs and activities. This includes, but not limited to gym and skating/shinny drop-ins, youth summer camps and events, supervision of youth spaces and rock-climbing wall budget preparation, registration and drop-in statistics, supervision of part-time staff, contract services, and volunteers.

#### Responsibilities

- Recommends, formulates, develops, and implements youth programs, activities, and special events in consultation with the Youth Coordinator.
- Facilitate the set-up, take down and reconfiguration of program spaces and equipment in co-operation with building operations.
- Prepare program and special event promotional materials, including but not limited to the Recreation Social Media accounts.
- Respond to enquiries and resolve concerns from the public.
- Identify and report trend priorities for youth in the community, identify gaps in service delivery and recommend strategies to address gaps.
- Assist the Youth Coordinator with budget preparation, registration and drop-in administration.
- Assist in training, supervising, scheduling and mentoring front-line part-time program staff and volunteers.
- Assist with supervision of The Loft, Aurora's youth space, including regular engagement and promoting a positive environment for youth.
- Develop relationships and partnerships with community agencies and contracted service providers to further develop programs and manage the Town's current designation as a Platinum Youth Friendly Community.

#### Qualifications

- Degree or Diploma in Recreation, Public Relations, Social Sciences, Child and Youth Care, or a related discipline.
- Minimum one (1) to (3) years' experience in the design, development and delivery of Youth Programs, drop-ins, special events or community development.
- Valid Standard First Aid, CPR, Level C and AED certification, required.
- Valid class G license in good standing and reliable vehicle to use on Town business is required.
- Experience with Play Works Youth Friendly Communities application process considered an asset.
- Experience with Rock Climbing Walls and Challenge courses is considered an asset.

- Experience skating/managing learn to skate and/or shinny hockey programs is considered an asset.
- Must be available to work flexible hours and/or shifts, including evenings and weekends as a part of their regular work schedule.
- Excellent interpersonal, public relations, organizational, analytical and coaching/facilitation skills are essential and the ability to deal courteously and effectively with all levels of staff, elected officials, community groups, program participants, general public, external agencies and other levels of government is required.

Successful applicants to this position will be required to provide a **Vulnerable Sector Screening Check** that is satisfactory to the Town prior to their start date at the applicants' own cost. Incumbents in this role will be required to submit a Vulnerable Sector Screening Check to Human Resources every five (5) years.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.