



YMCA of Central East Ontario
Belleville

POSITION VACANCY: Youth Program Leader

EFFECTIVE: May 2017

REPORTS TO: Child, Youth and Family Program
Coordinator

STATUS: Part Time

OVERVIEW:

The YMCA of Central East Ontario is a charity committed to strengthening the foundations of community. We are dedicated to helping people grow in spirit, mind and body.

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Central East Ontario with a current (within 30 days of hire) and satisfactory Police Records Check with vulnerable sector screening.

GENERAL ACCOUNTABILITY:

The Youth Program Leader ensures that all participants have a positive experience leading to personal growth through a fun and rewarding experience. This position supervises, instructs and leads YMCA child, youth and family participants in a manner that reflects the YMCA Core Values of Caring, Honesty, Respect, Responsibility and Inclusiveness.

KEY RESPONSIBILITIES:

- Acts as a positive role model for children and youth ages 4-13 years
- Provides quality, direct (hands on) age appropriate programming for participants (prepare weekly plans appropriate to the program, skill level and age of all participants.)
- Provides opportunities for each individual to experience success
- To direct, support and assist other team members in the delivery of excellent service following the YMCA SAM 2.1. Standards and Principals
- To be responsible for the safety and security of all participants following the YMCA Child Behaviour Management and Abuse Policy at all times.
- Ensures all children and youth are properly signed in and out
- To keep program areas clean, organized and safe.
- To check for potential health and safety hazards when on duty and to complete incident reports when necessary.
- Attends professional development workshops, YMCA meetings and functions
- Demonstrates appropriate behaviour in line with our Mission, Vision and Values as reflected in our YMCA competencies; takes a member focused approach to increase their understanding of programs offered across the Association
- Represents the YMCA and the Association in a professional manner

- Understand and abide by the YMCA Core Values of caring, honesty, respect, and responsibility and inclusiveness

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WORKING CONDITIONS:

- Hours are Monday-Sunday
- Hours are assigned to team members based on registration numbers
- Must be comfortable to administer Standard First Aid and/or CPR
- Multitasking and time pressures

EDUCATION/TRAINING/QUALIFICATIONS:

- Valid certification in Standard First Aid, CPR 'C' and AED (within 90 days of employment)
- Experience working with children.
- Well-developed interpersonal, and relationship building skills; ability to establish a rapport and excellent communication with members, staff and volunteers
- Successful Criminal Record Check (Vulnerable Sector Screening)

CORE COMPETENCIES:

Integrity: Demonstrates responsible behavior at all times and maintains high ethical standards.

Service Orientation: Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience.

Commitment to Organization Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.

Concerns for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Quality Focus: Ensures that all YMCA programs and services are superior.

Child and Youth Focused: Commits to assisting growth and development among children and youth.

All interested candidates are to submit a letter of application and resume to:

Lisa Redmond

Child, Youth and Family Program Coordinator
YMCA of Central East Ontario – Belleville Branch
433 Victoria Ave, Belleville, ON, K8N 2G1
Lisa_redmond@ymca.ca

Applications will be received until **April 24, 2017**

We appreciate your interest in a career opportunity with the YMCA of Central East Ontario. Please note that only those selected for an interview will be contacted.

The YMCA of Central East Ontario is committed to an environment that is barrier free; if you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Central East Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association.