



City Centre Community Association

5900 Minoru Blvd.
Richmond, BC
V6X 0L9

Tel: 604-204-8588
Fax: 604-204-8589

YOUTH DEVELOPMENT LEADER 3

Job Summary:

Under the guidance of and reporting to the Youth Development Coordinator, the Youth Development Leader 3 is responsible for leadership of youth and preteen programs within a recreation and cultural services setting. This position is directly responsible for the supervision of City Centre's Youth Leadership Program which includes overseeing 100+ youth volunteers and facilitating six weekly youth meetings.

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, instill a youth involved process; facilitate one to one and group settings; solicits feedback on programs from youth and families
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



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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.

Required Qualifications:

Grade 12 plus one year of post secondary studies in child and youth care studies and two year's 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

Hours:

20 hours per week. (Must be available during after school times on weekdays and able to work some weekends).

Salary:

\$22.89 - \$25.77 per hour (rate effective September 1, 2024).

Benefits package after 3 months.

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

Kasie Kwok – Youth Development Coordinator – City Centre Community Association –

citycentre@richmond.ca

The deadline for receiving applications is **July 7, 2025 at 11:59 p.m.**

City Centre Community Association thanks all applicants in advance for their interest.

Only those candidates under further consideration will be contacted.

Duties may be carried out in a City owned facility, however the City is **not** the Employer for this position.