



THOMPSON COMMUNITY ASSOCIATION

5151 Granville Ave. Richmond, B.C. V7C 1E6 · Telephone 604-238-8422 · Fax 604-238-8433

YOUTH DEVELOPMENT LEADER 3

Applications are now being accepted for a Youth Development Leader 3 position with Thompson Community Association. 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, 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
- Attend Weekly Youth Council meetings, guide discussions and drive collaborative decision-making
- 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.
- Weekly supervision of our Friday Night Youth Hangout

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.

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 depend on availability and program requirements
- Must be available Friday evenings and occasional evening and weekend shifts
- Starting at \$23.23 per hour

This is an ongoing posting and will remain open until the position is filled.

Please send resume and cover letter to:

Stergios Darntanis, Youth Development Coordinator – Stergios.Darntanis@richmond.ca
Thompson Community Centre – 5151 Granville Ave, Richmond, BC, V7C 1E6
Subject Title: ATTN: Youth Development Leader 3 Position

Thompson Community Association thanks all applicants for their interest. **This is an ongoing posting and will remain open until positions are filled.** Only candidates selected for further consideration will be contacted.

Duties may be performed in City-owned facilities; however, the City is not the employer for this position.

We are inclusive employers committed to equity and encourage applications from all qualified candidates. If you require accommodation during the interview process, please inform us so we can support your needs.