

Job Title: Program Assistant, \$15.50 per hour gross, plus 4% vacation pay

Hours: Up to 15 Hours per week, approximately 3 hours per day

Type: Part Time, Flexible Hours

Duration: June 24, 2022 (extension subject to renewal)

ABOUT THE CP YOUTH CENTRE

CP Youth Centre (CPDYC) is a not for profit, charity organization established in 1995 in partnership with local police and business owners as a preventative measure to combat crime and substance use among young people in town. Since inception, our programs and services have expanded to better meet the needs of our youth and our community. CPDYC is governed by a Board of Directors and supported financially by the Town of Carleton Place and County of Lanark, business and community, donations, fundraising, special events, and grants. Its our mission to inspire, engage and celebrate youth through social, educational recreational activities and community participation encouraging a youth base invested in their local community.

CPDYC seeks to fill a Program Assistant position for our School Year Youth Centre Programs.

KEY RESPONSIBILITIES & DUTIES

Responsible for assisting in the planning, coordinating, facilitating of a variety of beneficial activity programming for children/youth ages 8 to 18 years during the school year, which includes, but is not limited to: recreation, culinary, creative arts, life skills, health and wellness, outdoors and sports. The program and activities may take place online or onsite, indoors, outdoors, on location or a variety of locations. Supervision of children, youth, and adult volunteers. To ensure participants have a safe and enjoyable experience.

Reports to the Program Coordinator, and Executive Director. Provides regular feedback and shares concerns professionally with supervisors such as issues relating to performance, behaviour or discipline of staff, volunteers, or participants. As well as, any issues relating to the building or property or public image of the Youth Centre.

Maintains program attendance, forms and other administrative duties.

To program activities which support the Mission, Vision, Values, Goals and Objectives of CPDYC. Identifies, develops and implements youth programs, activities, workshops and events in conjunction with other staff, volunteers, and the Board of Directors

Leads the participants through a variety of structured, programmed activities such as: after school activities, paid programs, day and break camps, workshops, and special events.

Supervises the participants to ensure their safety and active participation

Ensures that participant safety is top priority and practices established emergency response procedures in the event of an incident. Ensure a physically and emotionally safe and healthy environment for the participants and volunteers

To act in a manner which supports and models the Mission, Vision and Values of CPDYC, including being a positive role model to the participant, staff and volunteers at all times.

Maintain the Youth Centre in a clean and tidy state, carrying out Health & Safety matters, completing routine cleaning logs, and frequent sanitization. Upholding standards as directed to from supervisors.

Ensures safe and secure centre with all policies, procedures and regulations followed

Assists in promoting the services of the Youth Centre to the greater community

Helps maintain a positive reputation of the Youth Centre to the community-at-large

Assists in the coordination and conducting fundraising and community outreach activities

EDUCATION & EXPERIENCE

High School Graduate

College diploma or university degree in a related field is ideal

Minimum of four (4) months but less than eight (8) months of related experience is required.

Candidates must possess some experience in activity programming

Previous work or volunteer experience with children and youth aged 8-18 would be considered an asset

CERTIFICATE / LISENCE

Standard certification is required before or immediately after hire:

Standard First Aid, CPR C

AODA Customer Service (Accessibility Training)

Valid police record clearance with vulnerable sector check recent from last 6 months or to acquire on hire

Additional qualification in relating fields an asset (i.e. High Five, Babysitting, ECE, NCCP, Lifeguarding etc)

Valid Class G Ontario Driver's License and reliable vehicle is not required but is ideal

SUITABILITY

Self Motivated, must be able to work well independently and in a team environment

Strong interpersonal communication, organization, leadership and activity planning skills

Must be able to relate children and be a good role model

Must be tactful, kind, patient, calm under pressure, creative, resourceful, reliable, trustworthy, flexible, creative, and enthusiastic.

WORKING CONDITIONS

Required to work up to 15 hours per week online and onsite. Some weekends required to accommodate activities such as meetings, public events, fundraising and other functions.

WAGES & TERM:

\$15.50 per hour gross, plus 4% Vacation Pay

Up to 15 hours weekly / approx. 3 hours a day

Part Time, Flexible Hours – Evening Shifts starting on or after 2:30 PM

BENEFITS:

4% Vacation Pay, Parking Spot, Enjoy snacks and meals with participants, Staff Recognition, Casual work attire

APPLICATIONS

Please not only successful applicants will be contacted for an interview. Anyone interested in this position should apply on Facebook (facebook.com/carletonplaceyc) or email us with the following subject: “[Full Name] Program Assistant Application” to the email:

CPDYC.APPLICATIONS@GMAIL.COM