

# **Burnside Gorge Community Association**

## **YOUTH RECREATION PROGRAMMER**

---

### **JOB SUMMARY**

As part of the Recreation team, the Youth Recreation Programmer (YRP) works directly with youth to encourage and oversee engagement in recreation and youth programs provided by the Burnside Gorge Community Centre. The YRP plans, administers and delivers registered recreation programs and activities provided for youth and supports program registration and maintenance for both youth and community recreation offerings as required.

### **KEY DUTIES AND RESPONSIBILITIES**

- Plan, implement, facilitate and evaluate recreational and social programs for youth
- Plan, implement and facilitate recreation, social and/or educational programs activities and/or events for students of Tillicum Community School and Colquitz Middle School.
- Plan, implement and lead Spring and Summer camp programs and oversee practicum students
- Strategize and assist in the development of new programs
- Assist with program and event promotion, including social media, posters and event calendars
- Provide direct supervision of youth in programs and activities and ensure safety of participants
- Work collaboratively with youth, other BGCA staff, and external partners to ensure that programs and services are meeting the needs of the youth
- Refer youth to appropriate services
- Participate in the upkeep and maintenance of the Youth Centre
- Maintain accurate records and expenses for the Youth Centre, Tillicum School program, Colquitz Middle School and Camp Budgets
- Maintain statistics and records of participants in programs
- Maintain strong communication and positive relationships with other BGCA departments, community partners and the general public
- Adhere to all established BGCA policies and procedures
- Maintain the performance levels set by the department and organization in the execution of all duties and responsibilities
- Maintain communication with supervisors, keeping them fully informed of all non-routine, urgent and/or controversial issues/matters
- Assume other responsibilities as directed by supervisors

### **QUALIFICATIONS**

- Post secondary education in Child and Youth Care, Recreation Health Education, Social Work an asset (related fields will be considered)
- Experience working with children and youth
- Class 4 Drivers License is required
- CPR and First Aid certification
- Criminal Record Clearance

## **SKILLS AND KNOWLEDGE**

- Excellent communication and interpersonal skills
- Sound knowledge of child development and behavior intervention strategies
- Conflict resolution, peer mediation, and crisis intervention skills
- Demonstrated ability to work with youth and their families
- Knowledge of community resources
- Excellent organization and time management skills
- Computer skills – word processing, knowledge of registration platforms an asset
- Ability to work both independently and as part of a team
- Knowledge and understanding of youth related issues
- Ability to appropriately manage and follow through with disclosure
- In addition, the ideal candidate will contribute to a team-focused work environment, working collaboratively across departments to best meet the needs of those we serve

## **ADDITIONAL INFORMATION**

- This position requires a moderate level of physical activity. Direct delivery of service may include walking, hiking, running, swimming, standing, lifting, kneeling, etc.
- The Burnside Gorge Community Association encourages a spirit of contribution within the workplace. There is an expectation that staff will participate in community or special events on occasion throughout the year in the spirit of volunteerism.

## **HOURS OF WORK**

35 hours per week, primarily Monday through Friday. Shifts vary depending on program schedule and client needs. Occasional evening and weekend work may be required.

## **WAGE & BENEFITS**

\$19/hr. BGCA offers a competitive extended health benefits package after a successful three-month probation period.

## **REPORTS TO**

Community Recreation Coordinator

## **TO APPLY**

Please submit a resume with cover letter to:

Burnside Gorge Community Association

Attn: Rachel O'Neill

Email: [rachel@burnsidegorge.ca](mailto:rachel@burnsidegorge.ca)

Fax: 250-388-5269

Mailing address: 471 Cecelia Road, Victoria, BC V8T 4T4

**APPLICATION DEADLINE:** Open until filled (*interested applicants are encouraged to submit as soon as possible*)