



YOUTH DEVELOPMENT LEADER 3 – COOKING INSTRUCTOR

South Arm Community Association is now accepting applications for the Youth Development Leader 3- Cooking Instructor position. Under the guidance of and reporting to the Youth Development Coordinator, is responsible for leadership of youth (and preteen) programs within a recreation and cultural services setting.

Duties and Responsibilities:

- Deliver, instruct, and lead a variety of programs and activities for youth (and preteens).
- Develop positive relationships with youth; create an all-inclusive, welcoming environment; instill a youth-involved process; facilitate one-on-one and group settings; solicit feedback on programs.
- Connect youth to programs, projects, information/treatment agencies, and volunteering opportunities.
- Responsible for the supervision of junior staff and/or volunteers in the absence of the Youth Development Coordinator and assisting with large-scale special events.
- Promote understanding of youth-related issues; recognize and acknowledge youth successes while promoting the 40 Developmental Assets.
- Create, prepare, and distribute promotional materials using mixed mediums; promote events and programs by directly contacting youth.
- Demonstrate a working knowledge of youth as well as trends and issues in popular youth culture.
- Liaise and respond to inquiries from local school staff, members of the public, and staff.
- Deal with people in difficult situations and articulate boundaries governing appropriate behavior and use of the center.
- Follow risk management protocols; update risk management and emergency protocols as required; complete incident and accident reports in a timely manner.
- Meet regularly with supervisors and staff/program committees; provide regular updates/reports for staff, youth workers, and committees.
- Book and set up facilities, vans, equipment, and supplies as required.
- Responsible for documenting and reporting child abuse to supervisors and the Ministry.

Required Qualifications:

- Grade 12 plus one year of post-secondary studies in child and youth care studies and two years' experience working with youth or an equivalent combination of education and experience
- BCRPA High Five Certification
- Standard or Emergency First Aid and CPR
- Police Information Check
- Food safe

Desirable Qualifications:

- Class 4 B.C. driver's license
- Experience and/or education related to social work, counselling, addiction and drug or alcohol abuse.
- Experience and/or education related to cooking or culinary skills.
- Facilitating and mentoring experience, volunteer coordination experience, marketing and event planning skills
- Experience working within a program budget

Hours, Compensation & Benefits

- \$22.89-25.77/hour (wage effective August 1, 2025)
- Approximately 4 hrs/week -Preferred start September 2025; Must be available Saturday's and Sunday's

Interested candidates may apply for this position by sending a resume with cover letter that reflects their knowledge, skills and abilities relevant to the position, by **5:00 pm, Monday, August 25th, 2025** to:

Payton McNeill, Youth Development Coordinator

E-mail: pmcneill@richmond.ca

The South Arm 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