



## EMPLOYMENT OPPORTUNITY YOUTH DEVELOPMENT LEADER 2 JOB POSTING

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 & 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 group settings
- Connect youth into programs, projects, advisory groups and volunteering
- Promote the 40 Developmental Assets
- Assist with large-scale special events

#### Customer Service/Communication

- Recognize and acknowledge youth accomplishments
- Articulate boundaries governing appropriate behaviour and use of the centre
- Demonstrate a working knowledge of popular youth culture
- Create, prepare and distribute promotional materials using mixed mediums; promotes events and programs by directly contacting youth
- Assist with liaising with elementary and secondary schools

#### 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

- Meet regularly with supervisors and staff
- Provide regular updates/reports for staff, youth workers and committees
- Keep current with trends/issues related to youth
- 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 Qualification:

- Grade 12 plus 40 hours working/volunteering 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:**

- Experience or education related to social work, counselling, addiction and drug or alcohol abuse
- Experience with volunteer boards
- Experience working within a program budget
- Facilitating and mentoring experience
- Volunteer coordination experience
- Conflict resolution skills
- Knowledge of popular youth culture
- Marketing and event planning skills
- Class 7 driver's license

#### **Hours of Work and Enumeration**

- Work auxiliary hours during the week between 2:30-4:30 pm.
- \$19.56 to \$22.01/hour depending on experience and qualifications
- Potential for increased hours based on performance and availability.

***Please send resume and cover letter to:***

Attention: Sarah Kennedy  
Hamilton Community Centre  
5140 Smith Dr.  
Richmond, V6V 2W5  
Email: [Skennedy@richmond.ca](mailto:Skennedy@richmond.ca)

***Deadline for receiving applications is July 6, 2025 at 11:59 PM.***

The Hamilton Community Association thanks all applicants in advance for their interest. However, only those candidates under further consideration will be contacted.