



**Job Title: Part Time – Youth Programs Worker**

**Nature and Scope**

Reporting to the Community Programs Coordinator, the Youth Programs Worker is responsible for the programming and delivery of youth programs within the YMCA of Timmins, ensuring adherence to the YMCA mission, Core Values as well as all legislative requirements.

**Job Knowledge / Specifications**

- Excellent interpersonal and communication skills both written and verbal
- Ability to be a team leader in all aspects
- Must actively work towards maintaining a neat, clean, safe and well organized work area at all times
- Current First Aid / CPR C
- Clear Criminal Reference Check (Vulnerable Sector)
- Follow and implement all of the Timmins Family YMCA policies and procedures including YMCA Child Protection and Policies and Procedures training

**Duties/Responsibilities**

- To plan and deliver programs for participants following YMCA objectives
- To appreciate and support YMCA values, mission and vision
- To demonstrate energy, dedication and enthusiasm
- To thrive in an atmosphere of change and ambiguity
- To work as a member of a team
- To achieve planned results through personal initiative following the Association's guidelines and policies.
- To model commitment to service excellence and quality
- To greet each participant courteously using names whenever possible
- To recognize new participants and to answer questions and respond to concerns
- To be available to consistently lead all programs assigned
- To be responsible for the safety and security of all participants in your care, at all times following the YMCA Child Protection Policies and Procedures.
- To show up on time and be prepared for work
- To prepare weekly plans appropriate to the program, skill level, and age of participants

- To keep program areas clean, organized and safe for everyone's use. To check for potential health & safety hazards at all times when on duty and to complete incident reports when necessary
- To participate with the children in a positive and supportive manner, taking into consideration each participant's uniqueness
- To be in full uniform when on duty
- To maintain current qualifications as required by this position
- To inform your manager of absences 24 hours in advance

### **Qualifications**

- Current Standard First Aid and CPR C Certification
- Current Criminal Reference Check ( Vulnerable Sector)
- Experience working with children

### **Conditions of Employment**

- Each employee must follow all YMCA policies and procedures.

### **Rate of Pay:**

\$14.00 hourly for max of 20 hours per week.

All interested applicants please send your resume to:

**Rori Millions**

**Community Programs Coordinator**

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