



City Centre Community Association

5900 Minoru Blvd.
Richmond, BC
V6X 0L9

Youth Development Leader 3 – Homework Club

Company: City Centre Community Association

Job Summary

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. This leader will be responsible for coordinating high school youth volunteers in connecting with and academically mentoring preteens (grade 4 - grade 7) in an afterschool setting.

Duties and Responsibilities

- Instruct and lead a variety of programs and activities for preteen.
- Develop positive relationships with youth and preteens; create an all-inclusive welcoming environment, instill a youth involved process; facilitate group settings.
- Foster the development of preteen academic, recreational, social and life skills.
- Promote the 40 Developmental Assets.
- Mentor high school youth in helping elementary school students with their homework in one-on-one or group setting.
- Encourage, model and cultivate positive social behaviours for preteen
- Engage, interact, enhance, enrich and reinforce preteens' positive experience in program activity
- Collaborate with the volunteer/staff team and, explore and strategize innovative ways to facilitate preteens' academic competency, self-image, community relationships and life skills
- Recognize and acknowledge youth accomplishments.
- Articulate boundaries governing appropriate behaviour and use of the school.
- Demonstrate a working knowledge of popular youth culture.
- Assist with liaising with elementary and secondary schools.
- Maintain an understanding of the sensitive nature of youth and youth issues.
- 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.
- Provide regular updates/reports for staff, youth coordinator.
- Keep current with trends/issues related to youth and preteens.
- Responsible to document and report child abuse to Youth Coordinator.
- Responsible to fill out accident report forms.
- Other related duties as assigned and may vary according to each facility.



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Required Qualifications

- Grade 12 plus one year of post-secondary studies and two years' experience working/volunteering with youth or an equivalent combination of education and experience
- Standard or Emergency First Aid and CPR.
- Criminal record check.
- Strong group facilitation skills.
- Demonstrated understanding of issues facing preteens on an individual and group basis.
- Enjoys working with kids in a school setting
- Energetic and is comfortable dealing with stress
- Understands team working dynamic and able to function independently as well
- Comfortable in communication and building positive/healthy relationships

Desired Qualifications

- Experience or education related to social work, youth work, counselling, addiction and drug or alcohol abuse.
- Facilitating and mentoring experience.
- Volunteer coordination experience.
- Conflict resolution skills.
- Knowledge of popular youth culture.
- Class 4 driver's license
- Food Safe

Hours: 3 hour shift / up to 4 shifts a week. Must be available between 3:00pm – 6:00pm for at least one shift on either Monday, Tuesday, Wednesday, or Thursday.

Working Condition: Volunteers are expected to work in a school environment most of the time. The potential volunteering environment are but not limited to library, classrooms, multipurpose room, gym, play ground and school fields.

Salary: \$19.15/hr – \$20.31/hr

Send Applications To: umushtaq@richmond.ca

Contact Department: Community Services

Contact Phone: 604-204-8588

Closing Date: December 23 2018