



UNIVERSITY  
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ASSOCIATION

## UTown@UBC Activity Leader (Part-Time)

### JOB SUMMARY

This position will assist the Youth Program Coordinator in the development, coordination, and delivery of the UTown@UBC Youth Leadership Programs.

### OVERALL GOALS FOR THE POSITION

1. Develop and coordinate the Pre-Teen Leadership program.
2. Co-facilitate the delivery of the Youth Leadership program.
3. Assist in the delivery of youth programs (clubs, programs, groups, etc.).
4. Facilitate, supervise, and run drop-in spaces at WCC and Acadia Park.
5. Exemplify leadership qualities and set a positive example for youth.

### ROLES, AND RESPONSIBILITIES

1. Actively plans and delivers of age-appropriate activities, workshops, field trips and events to participants.
2. Develop positive relationships with participants and act as a role model and mentor to young people.
3. Assist with the participation of youth in community events, programming in community spaces (such as the Old Barn and the Acadia Commonsblock), service projects within the community, and the promotion of youth activities.
4. Encourage equal participation from youth in Acadia Park and UNA.
5. Exude leadership skills, empathetic understanding, and interpersonal communication.
6. Continuously learn about UNA services in order to answer questions from patrons.
7. Be able to provide programming and community centre information to visitors.
8. Maintain the cleanliness, general appearance, and good working condition of the programming office.
9. Assist with room set-up and clean up, as required, for programs, functions, and events.
10. Complete special projects and other duties as assigned.
11. Able to work independently and as part of a team
  - a. Makes effort to build rapport with front desk, PC team, etc.
  - b. Actively contributes to team meetings – brings ideas, collaborates,

### EXPECTATIONS

1. Shows initiative in weekly program planning and check-ins.
2. Come in at least an hour before program to prep, finish up planning and set up.
3. Comfortable leading, engaging, and entertaining youth on short notice.
4. Able to communicate effectively with a diverse population, including English language learners, LGBTQ+ youth, folks with disabilities, People with different religious beliefs.

### SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

- Grade 12 minimum, working towards a post secondary degree in Social Work, Kinesiology, Recreation, Education, and/or Leisure Services.

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- Successful completion of a police background check required
- Current First Aid/CPR certification
- Experience with group management and facilitation skills.
- The successful candidate will be outgoing, creative and enthusiastic.
- Related volunteer or work experience with children, youth and/or communities including but not limited to summer camps, arts programs, and sports camps
- Experience working within and/or coordinating cultural, recreation, sport or community leisure services is preferred.
- Willingness to work evenings and weekends if necessary
- Customer service experience in an asset.
- A second language is an asset

### **Job Particulars**

Part-Time Contract Position running from September 8<sup>th</sup>, 2021 – June 30<sup>th</sup>, 2022

Salary: \$19.00/hr

Hours: 10 – 12 hours a week

Must be available for 10-12 hours per week, with the following breakdown of hours:

- UTown@ UBC Pre-Teen Leadership Program: Mondays, 3pm – 5:30pm
- UTown@ UBC Youth Leadership Program: Fridays 3:00pm – 6:30pm
- Additional Program Planning Hours: 2 hours per week
- One Youth Drop-in shift in the Teen Centre and supporting other youth programs.

**Reports to:** Youth Program Coordinator & Assistant Recreation Manager

**Supervises:** Participants (youth aged 9-18 years old)

Application closes Wednesday, August 4<sup>th</sup>, 2021. Please send cover letter and resume to [hal.lackie@myuna.ca](mailto:hal.lackie@myuna.ca) with the subject line “Activity Leader Application”