



Town of Penhold - Youth Leader Employment Opportunity

The Town of Penhold is currently seeking an outgoing, dependable and organized individual to fill a position of Youth Leader. The successful candidate will be responsible with assisting in a wide variety of tasks related to the Red Deer and District FCSS program funded for our Penhold Youth Club (PYC).

Duties will include, but are not limited to:

The Youth Leader will be responsible for assisting in the planning and implementation of our Penhold Youth Club (PYC) with the support of our Youth Director. This is an important role in the development of our youth social capital within our community and surrounding area. This program aims to improve the quality of life for our residents between ages 9-15. The Youth Leader will be required to showcase a variety of sports, art, recreation and cultural activities, music, positive youth role modeling, and strong leadership. This position has been approved through a grant process through Red Deer & District FCSS funding. The funding was approved to provide a safe place for youth during critical hours to promote a sense of belonging, create community connection and develop positive healthy skills. This is a casual position working 15 hours per week from July 2017 – December 2020 with the possibility of extension.

Qualifications:

- High School Diploma or GED required.
- Minimum 2 years of experience working with youth ages 9 to 15 or enrolled/graduated from post-secondary education in a related field
- First Aid/ CPR
- Criminal Record Check/Vulnerable Sector Check is required

Job Duties

The Youth Leader is responsible for assisting in the developing and implementing of the PYC program. The Youth leader will also be responsible for supervising volunteers.

Planning

- Assist with the planning of events, fundraisers and activities for PYC
- Confirm plans to reduce risk and ensure safety

Implementation:

- Including set up and clean up requirements
- Implement events and activities as assigned
- Recognize safety and risk management factors pertaining to implementations of program

Evaluation:

- As required to provide input into outcome measures
- Ensure success/issues are forwarded to the Youth Director as soon as appropriate
- Assist in FCSS reporting

Volunteer Supervision:

- As required supervising the programming tasks of volunteers
- Ensure compliance with policy and procedure outlined by the Town

The starting wage for this position is \$17.00/hr. Expected start date for this position is as soon as a suitable candidate is found. Evening and weekend work will be a requirement of this position.

Please provide a cover letter, including job title, with your resume. Submit application by email to:

Attention: Karen Sawicki, Human Resources Manager

E-mail: ksawicki@townofpenhold.ca

The closing date for this position is until a suitable candidate is found.

Only those candidates selected for an interview will be contacted.