



140 Oswego Street
Victoria BC V8V 2B1
tel: 250.389.1470
fax: 250.383.7152
web: www.jamesbaycentre.ca

Job Title: After School Sports and Arts Program Leader / Youth Getaways Program Leader

Location(s): Victoria

Position Type: Term Position, Part Time

In Program Hours:

Monday 2:15-4:15pm

Tuesday 2:15-4:15pm

Wednesday 2:15-4:45pm

Thursday 2:15-4:30pm

Friday 5:45-9:15pm

Tentative Start Date: January 9, 2018 - Ending June 2019 (with closures during school breaks and Pro D Days)

The James Bay Community School Society is the non-profit organization that manages the services and activities provided by the James Bay Community School Centre. Services provided by the Centre include: preschool, before and after school care, leisure and recreation programs, the community café, seniors' dinner programs, facility rentals and special events for people of all ages in Victoria, British Columbia.

Organizational Structure and Reporting Relationship:

The Child and Youth Program Leader will be primarily responsible for the planning, administration, delivery and evaluation of the ASSAI programs: the After School Sports and Arts Initiative (ASSAI) and driving/assisting with the Youth Getaways program. This position will be under supervision of the Recreation Program Coordinator and will also report to the Community School Coordinator and the Board of Directors for the James Bay Community School Society.

Hours of Work:

The Child and Youth Program Leader will work a minimum of 14.75 hours per week with the possibility of more hours pending availability. Program times include 2-2.5 hours on Monday, Tuesdays, Wednesdays, Thursdays for the ASSAI programs, 3-3.5 hours assisting the Friday night Youth Getaway program, as well as potential relief work on weekends (Saturday and Sunday mornings). This position will have administrative time which will entail program planning, meetings, liaising with patrons and community partners, and other organizational and administrative tasks.

Job Responsibilities:

- Working as part of a team delivering safe, engaging, and fun programs for children grades 1-5 and youth ages 9-12.
- Building and maintaining positive and professional relationships with children, youth, families, staff, supervisors, and program partners.
- Acting as the program lead for dealing with difficult behaviours and group management.
- Facilitating program surveys and group assessments.
- Assisting in marketing child and youth recreation programs including creating posters and advertising materials.
- Providing office and reception support as required, including using ActiveNet to register clients.



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- Communicating with the Recreation Program Coordinator and the centre front desk staff around weekly registration numbers and making sure all required paperwork is completed.
- Supervising all children in programs, ensuring that a high standard of care is carried out with attention to physical safety and emotional well-being.
- Informing parents of any significant challenges and successes children faced during the program.
- Having a strong understanding of activities, schedules, and program details to be able to answer parent questions.
- Informing parents of fees, changing hours, special events, future programs etc.
- Sending parents to the Recreation Program Coordinator when there is a change in participant needs, concerns with behaviours, etc.
- Responsible for building positive relationships with parents.
- Specific to the After School Sports and Arts program:
 - Maintaining indoor spaces and sports/arts equipment through organization and clean practices.
 - Purchasing and preparing a healthy snack for the ASSAI program each day.
 - Building connections and establishing trust with young people.
 - Oversee behavior management and deal with challenging behaviours.
 - Communicating (written and verbal) with supervisors regarding program successes and challenges.
- Specific to the Youth Getaways program:
 - Assist with planning, delivering, and evaluating youth programs and activities.
 - Assisting the Recreation Program Coordinator in planning and facilitating youth special events (Monster Bash, Anti-Bullying Film Fest, etc.) in partnership with the Community Centre Network.
 - Responsible for driving the 15 passenger van with youth and ensuring safe transportation practices in accordance with Class 4 licensing regulations.
 - Responsible for making sure that a Class 4 driver is assigned to work to any shifts that requires the use of the van.

Desired skills:

- Nurturing personality and a strong desire to guide and mentor children and youth.
- Ability to communicate with and relate to children and youth on their level.
- Possess a playful spirit that can motivate children and youth to engage in the program.
- Capable of managing group behaviour and facilitating positive group dynamics.
- Excellent interpersonal skills with children, youth, fellow staff, supervisor and custodial staff.
- Strong written and verbal communication skills.
- Ability to remain calm and collected during challenging situations and make good decisions.
- Reliable and responsible person with great problem solving and intervention skills.



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Mandatory Qualifications:

- Clear Criminal Record Check.
- Holds a Class 4 Drivers License.
- First Aid CPR C Certificate.

Other Qualifications:

- Previous recreation experience working with children and youth.
- Flexible, organized, independent worker with strong time management skills.
- Skilled in program and special event planning.
- Marketing experience.

Compensation Type: Hourly

After School Sports and Arts Program Leader- Wage: \$17.50/hour

Youth Getaway Program Leader- Wage: \$14.80/hour

Application Deadline: December 17, 2018

Job Contact Information:

Address cover letter and resume to: Logan Duguid

Recreation Program Coordinator

140 Oswego Street

Victoria B.C. V8V 2B1

E-mail: programs@jamesbaycentre.ca

For more information visit: www.jamesbaycentre.ca