



Job Title: SPECIAL EVENTS AND YOUTH PROGRAMMER

Co-op Term: May-August 2019

Wage: \$14.40/hr

Job Description

Do you want to get hands on experience working for a non-profit organization, event planning, youth programming, and going on exciting summer adventures with children? If so, this placement will be the perfect fit for you!

You will gain insight into the inner workings of an organization that plans, programs, budgets and sources financing for programs and projects that positively impact the community of James Bay. You will work alongside community focused coordinators and staff that are willing to share, teach, and guide the successful co-op students. We encourage you to apply with us and help make the summer of 2019 the best yet.

Under the supervision of the Community School Coordinator and the Recreation Program Coordinator, the Special Events and Youth Programmer will be responsible for planning the annual James Bay Silent Auction and a youth program called Summer Dayz. This co-op placement will be broken down into two major parts: a) planning and administration (May and June), and b) event and program implementation (June-August). Through July and August you will also join up with the Summer Adventures team and get hands on experience working with school-age children in a summer childcare setting.

Responsibilities:

- Assist in special event planning (Community Picnic and Silent Auction).
- Plan, organize, facilitate, and evaluate a youth summer program (Summer Dayz).
- Ensure the safety and wellbeing of all participants by maintaining the program site and by implementing safe, well organized activities.
- Assist with the administration of facility operations, providing office and reception support as required.
- Assist with marketing, advertising, and promotion of community recreation programs.
- Supervise children ages 5-13 years in our Licensed Out of School Care programs and Summer Adventures programs.
- Perform other related duties as required.
- Adhere to the organization's Best Practices and Policies.

**Qualifications:**

- Previous recreation experience working with children and youth ages 5-13 yrs.
- Flexible, organized, independent worker with strong time management skills.
- Understanding of age group characteristics, traits and the ability to adapt programs.
- Ability to maintain a high degree of enthusiasm, imagination and personal motivation.
- Skilled in program and special event planning.
- Experience providing excellent customer service.
- Marketing experience an asset.

Special Requirements:

- 20 hours of relevant training
- Class 4 Driver's License (Before end of June)
- Standard First Aid
- Criminal Record Check
- Doctor's note attesting ability to work with children

Additional Information: The successful applicant will work a number of hours in the out of school care program, and the remaining hours will be shared between administrative duties and special event planning, culminating in a 35-40 hour work week. All shifts will fall within the regular hours the Centre's operation. The tentative start date for the positions would be May 13, 2019 ending August 31, 2019.

Please note that this position is subject to funding and applicants need to be eligible for Canada Summer Jobs Student grants. As part of the grant requirements, students must be available for the FULL work term.

Logan Duguid

Recreation Program Coordinator

James Bay Community School Centre