

POSITION DESCRIPTION

Position Title:	Youth Supervisor
Department/Division/Section:	Parks and Recreation/Recreation/Community Recreation
POSITION FUNCTION Provides youth services to Esquimalt through the supervision and operation of a teen centre and associated programs.	
KEY DUTIES Plan, implement and evaluate youth programs, focusing on Asset Development, relationship building, and community enrichment; create a welcoming facility and environment for youth by providing a variety of youth directed activities, services and programs in the Teen Centre, the community or other locations; provide information for active living guide and other promotional materials; lead youth programs, fundraisers, special events and related teen centre activities. Train, supervise, schedule, motivate and review the work of staff, volunteers, and practicum students involved in youth and teen centre services under department guidelines, Teen Centre Policies and Procedures and other relevant regulations; ensure staff and volunteers obtain required training such as Child Protection and Risk Management and assists with hiring auxiliary employees. Complete administrative tasks as required for the operation of the teen centre and related youth programs. Including purchasing equipment, processing receipts, petty cash funds, prepares staff reports; Contributes to operating and capital budgets for the Teen Centre and youth programs and assists in the submission of funding applications. Build partnerships with the community, schools, police, community organizations, youth services agencies and other groups; research and facilitate program and financial partnerships and opportunities for Esquimalt youth; maintain positive working relationships within the department and the greater community; provide excellent customer service to program users and Esquimalt residents. Perform related duties where qualified.	

INDEPENDENCE Work is generated by approved program, budget and work plan plus service requests from customers. Policy changes, major expenditures, special out trips and staffing issues are referred to supervisor with recommendations.

WORKING CONDITIONS**Physical Effort:**

Physical activities with youth (frequent)
 Set up of equipment for programs (frequent)
 Light maintenance duties (frequent)

Mental Effort:

Deal with multiple requests for attention (often)
 Moderate periods of intense concentration (frequent)
 Meet multiple deadlines (often)

Visual/Auditory Effort:

Normal

Work Environment:

Very loud working environment
 Exposure to germs (occasionally)
 Verbal abuse; behaviour exhibited by youth under the influence of drugs or alcohol (occasionally)
 Inside and outside at the teen centre

KEY SKILLS AND ABILITIES

Promote, incorporate and role model the Township's core values into all program activities:

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Knowledge of youth program options delivery and best practises.

Knowledge of recreation programming principles

Excellent ability to communicate with youth and staff in a courteous, professional and tactful manner

Excellent ability to positively resolve conflict with youth and staff

Understands and incorporates Developmental Asset Building into youth programs

Excellent Community Development skills including the ability to create and develop partnerships

Excellent verbal and written skills to write concisely and accurately

Ability to effectively supervise, organize, schedule, orient, train, mentor and motivate staff and volunteers.

Strong planning, prioritization and organizing skills

Demonstrated ability to lead in all aspects of the programs

Able to deal positively with stress and multi-tasking in a changing work environment

Able to maintain clear, accurate records; write reports, and oversee a budget

Excellent and positive customer service skills

Basic keyboarding skills and ability to operate computer and software

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

Diploma in Recreation, Child and youth care, or equivalent education

Current Standard First Aid Certification (16-20 hours) and current CPR C Certification

Class 4 Driver's License and current Criminal Record Check

Experience:

1 year of related experience or an equivalent combination of education and experience

OTHER

Length of time to become familiar with job duties and responsibilities: 6 months.

May be requested to substitute in a more senior position.

February 2004 Approved: David Speed, Director

September 22, 2021 Approved by: David Speed, Director