



Youth Program Instructor

Are you passionate about helping those in your community and making a lasting impact on someone's life? We are currently seeking a dedicated part-time youth program instructor who will serve as a positive role model to support, lead, and encourage the youth that attend our programs. You will have the chance to form lasting relationships, encourage positive behavior, and design activities to promote overall wellbeing of participants.

Our goal is to ensure all BGC programs support and achieve our mission: To provide safe, supportive places where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.

KEY RESPONSIBILITIES

Program Responsibilities

- Provide assistance in youth programs by enforcing rules, modeling positive behavior, and serving as a mentor for youth (ages 9-18).
- Oversee daily operations of program areas including maintaining safety equipment, cleaning facilities, and set-up and take-down of activities.
- Organize and facilitate Limitless Youth program activities including games, sports, physical fitness events, arts and crafts, educational, and life skills programs.
- Encourage youth to participate in activities and form healthy relationships by greeting and introducing new members, encouraging group activities, and providing oversight to ensure everyone is treated fairly and respectfully.
- Assess group dynamics and collaborate with youth leadership team to create activities for desired outcomes such as relationship building, positive social interaction, and improved self-confidence.
- Foster collaboration and leadership among participants by adding activities that promote teamwork and encouraging participants to actively pursue responsibility.
- Complete necessary paperwork including incident reports, evaluations, and program registrations.

Communication & Relationship Building

- Build positive relationships with members, families, and coworkers to ensure an environment that is responsive, consistent, and nurturing for all parties
- Communicate with immediate supervisor by providing program feedback, ideas, questions, and concerns
- Communicate and collaborate respectfully with other team members.

**Additional Responsibilities**

- Attend staff meetings as required
- Assist with occasional Club fundraising activities and events, which may include evening and weekend work
- Participate in professional development workshops, training, and ongoing learning as required
- Respect and observe the confidential nature of the position to ensure the privacy of individuals
- All other duties as required by the Youth Program Coordinator, Programs Director, or Executive Director

KNOWLEDGE, SKILLS, AND ATTRIBUTES

- Knowledge of positive youth development and program planning
- Enthusiastic and outgoing
- Demonstrates problem solving and decision-making skills
- Demonstrates effective communication and time management skills
- Must be respectful, compassionate, and understanding
- Must possess cultural awareness and sensitivity
- Must demonstrate sound work ethics
- Must be consistent, fair, and flexible

QUALIFICATIONS

- Valid First Aid & CPR Level C
- Vulnerable sector criminal record check required
- Experience working with children and youth an asset
- Outgoing and enthusiastic

HOURS REQUIRED

- Casual/part-time hours (5-10 hours per week)
- Monday-Friday, evening work with occasional weekend work to support staff meetings, Club fundraising events, and activities as required

To apply, please email your resume and cover letter to caitlin.clarke@fmbgc.ca