

## JOB DESCRIPTION

**POSITION:** Utown@UBC Activity Leader

**EFFECTIVE DATE:** September 1, 2024

**DEPARTMENT:** Recreation

**REPORTS TO:** Youth Program Coordinator

**DIRECT REPORTS:** None

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### JOB SUMMARY

This position will assist the Youth Program Coordinator in the development, coordination and delivery of the Youth Programs at the UNA.

### OVERALL GOALS FOR THE POSITION

1. Work with the Youth Program Coordinator to develop and deliver pre-teen and youth leadership programs
2. Facilitate youth drop-in programs
3. Exemplify leadership qualities and set a positive example for youth
4. Maintain excellent internal and external communication skills

### ROLES, RESPONSIBILITIES AND EXPECTATIONS

1. Develop and coordinate the Pre-Teen Leadership program
2. Support the delivery of the Youth Leadership program
3. Assist in the planning and delivery of age appropriate activities, workshops, field trips and events
4. Develop positive relationships with participants and act as a role model and mentor to youth
5. Assist with the participation of youth in community events, programming in community spaces (such as the Old Barn and the Acadia Commons block), service projects within the community, and the promotion of youth activities
6. Assist with the development of youth connections within the broader UBC community
7. Encourage equal participation from youth in Acadia Park and UNA
8. Exude leadership skills, empathetic understanding, and interpersonal communication
9. Continuously learn about UNA services in order to answer questions from patrons
10. Be able to provide programming and community centre information to visitors
11. Maintain the cleanliness, general appearance, and good working condition of the youth programming office and programming space
12. Assist with room set-up and clean up, as required, for programs, functions, and events
13. Complete special projects and other duties as assigned

### SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

#### Education requirements:

- Grade 12 minimum, preferably enrolled and working towards a post secondary degree in Social Work, Kinesiology, Recreation, Education, and/or Leisure Services.

**Experience requirements:**

- Experience with group management and facilitation skills
- The successful candidate will be outgoing, creative and enthusiastic
- Related volunteer or work experience with children, youth and/or communities including but not limited to summer camps, arts programs, and sports camps
- Valid BC driver's license and access to a car is considered an asset
- Current First Aid/CPR certification
- Experience working within and/or coordinating cultural, recreation, sport or community leisure services is preferred.
- Customer service experience in an asset.
- ActiveNet, PerfectMind or other registration software experience is an asset.

**Technical knowledge, skills & abilities requirements:**

- Must be proficient with technology, in particular MS Word, Excel and databases.
- Able to communicate effectively with a diverse population, including English language learners, children, youth, adults, and seniors
- Able to work independently and as part of a team
- Willingness to work evenings and weekends if necessary
- The ability to establish and maintain effective internal and external relationships that involve wide range of stakeholders
- A second language is an asset
- Successful completion of a criminal record check

**Soft skill requirements:**

- Think Strategically – Assess options and actions based on trends and conditions in the environment, and the vision and values of the UNA.
- Build Relationships – Establish and maintain effective working relationships internally and externally to achieve the goals of the UNA.
- Creativity/Innovation – Develop new and unique ways to improve operations of the UNA and to create new opportunities.
- Focus on Community Needs – Anticipate, understand, and respond to the needs of internal and external members and residents to meet or exceed their expectations within the UNA parameters.
- Plan – Determine strategies related to the role's accountabilities to move UNA forward, sets goals, creates and implements action plans, and evaluates the process and results.
- Lead – Positively influence others to achieve results that are in the best interest of the UNA.
- Make Decisions – Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the UNA.
- Organize – Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems – Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Communicate Effectively – Demonstrate excellent verbal and written communication skills.
- Foster Teamwork – Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- Adaptability – Demonstrate flexibility, versatility and tolerance in a changing work environment while maintaining effectiveness and efficiency.
- Discretion – Understand and demonstrate ethical behaviour and business practices.