



Youth Program Lead

Position Start Date: September 22, 2017
Posting closes: September 8, 2017

Position Available:

Oaklands Community Association is looking for a Youth Program Lead to develop, organize, implement and market recreation programs and events for the youth of Oaklands. This is a 4-hour per week position with an additional 5 hours per month of planning time, reporting to the Programs Coordinator.

Duties include:

- Preps, leads and cleans up after FlipOut Fridays youth drop-in from 6-9:30 pm
- Develops and organizes youth drop-in related programs and events
- Supervise Youth Activity Leaders and volunteers as required for programs and events
- Works with the Programs Coordinator to market Youth programs
- Assist the Programs Coordinator in other youth-related tasks as required
- Maintains budget with attendance numbers and expenses after each FlipOut Fridays

A more complete job description is available upon application, if requested.

All applicants must have:

- Applicable certificate, diploma or degree (ex. Recreation/leisure studies or Child/youth)
- Experience working with youth in a recreation setting
- Proficient computer skills, including Microsoft Office.
- Current First Aid and CPR certificate
- Class 4 Driver's License is required

Rate of Pay: \$16/hour

Apply to: Send cover letter and resume to:
Erin Henneberry
Programs Coordinator
Oaklands Community Centre
1-2827 Belmont Avenue
Victoria, B.C. V8R 4B2
Email: programs@oaklandsca.com
Fax: 250-370-9102

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