



POSITION DESCRIPTION

Title: Children and Youth Program Staff
Department: Children and Youth
Reports to: Coordinator of Children and Youth Programming
Closing: June 1st 2019
Apply in confidence with a covering letter, resume and 3 references to:
Ryan Maclean– Coordinator of Children and Youth Programming
399 Charlotte Street
Sydney, NS B1P 1E3
Ryan.maclean@cb.ymca.ca

POSITION SUMMARY

The YMCA of Cape Breton, a charity since 1886, is accepting applications for Children and Youth Program Staff to work with children in Child and Youth Recreation Programs. The YMCA Department of Children and Youth provides opportunities for children from birth to age sixteen years to participate in our programs such as Play Pals, Floor Hockey, Childminding, Fun Y and Active Y Kids.

Successful candidates must abide by the YMCA Mission statement, YMCA Personnel policies including child protection and behavior guidance, work description and the Code of Ethics. The Children and Youth Program Staff will assist in the overall organization and implementation of the programs. They will be responsible for the physical, social, emotional and intellectual development of the children and youth.

The positions are considered an integral component to helping build strong kids and strong families in a safe, efficient and welcoming environment. These are part time positions based on a work week of 11-15 hours per week with the expectation that the successful candidates are able to manage a flexible schedule and travel.

Reporting to the Coordinator of Children and Youth, the Children and Youth Program Staff are responsible for ensuring excellence in delivery of YMCA Programs and working with the Children and Youth Program team. They will work with the Coordinator for Children and Youth, YMCA staff, volunteers, parents and schools.

MAIN RESPONSIBILITIES

- Responsible to the Coordinator of Children and Youth and to all its participants
- Communicate effectively concerns and suggestions openly to co-workers and the Coordinator.
- Work as a team member and contribute to staff meetings.
- Keep up to date with staffing information and the children and youth department’s policies including behavior guidance and child protection, as well as attend workshops and training

as requested by the Coordinator.

- Maintains a professional image ensuring confidentiality, discretion, initiative, flexibility and a positive role model for children, parents and co-workers.
- Adherence to the YMCA Child Protection Policies and Procedures and Behaviour Guidance
- Stays current on YMCA policies and procedure and communicate them to others.
- Act in a supervisory role as needed.
- Supervise children at all times.
- Assists in the development, implementation and evaluation of the YMCA Children and Youth Programs
- Plan curriculum in accordance with the goals and objectives of the YMCA to foster maximum development for each child's potential and growth.
- Responsible for the physical, social, emotional, affective and cognitive development of the children in the program.
- Maintains accurate and up to date records
- Contributes to the overall appearance, resources and learning environment of the program.
- Maintains contact with all the children to meet their needs – security, protection, affection, discipline, stimulation, warmth and comfort; to respect each child's abilities and provide unconditional acceptance of him/her.
- Develops a relationship with families and meet their needs of comfort, security, warmth and acceptance as a part of the program.
- Maintains physical and mental health suitable for contact with young children.
- Maintain current first aid and CPR certification.
- Carry out any additional duties by the Coordinator.

COMPETENCY PROFILE

Leadership: Motivates and inspires self and others to take action to achieve desired outcomes and the capacity to handle the challenges team development may present.

Creativity and Innovation: Develops new or adapts existing ideas to help us achieve desired results. Challenges the status quo to discover more effective ways of performing.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Does the right thing at the right time without being asked.

Planning and Organizing: Establishes a clearly defined and effective course of action for self and others to accomplish short and long term goals.

Judgment: Makes sound judgments by analyzing facts, options and other pertinent information. Assesses risks. Remains flexible to alternatives.

Commitment to Organization and Values: Demonstrates and promotes a personal understanding of and appreciation for the YMCA mission, vision, and strategic outcomes. Upholds YMCA values of caring, honesty, responsibility and respect. Understands and integrates the value of philanthropy and volunteerism and imparts this knowledge and belief upon staff, members and volunteers.

Qualifications

- Experience working with children and youth
 - Experience in developing and implementing programs for children
 - Experience working in a team environment
 - CPR and First Aid certificates
 - Experience in working with children with a disability (cognitive and/or physical)
 - Current and satisfactory criminal record check and child abuse registry check
 - Strong, relevant computer skills: email, Word, Excel
 - Must have a strong collaborative work ethic
 - Experience and sensitivity in dealing with diverse children and families, including people of different cultural and racial backgrounds, visible and invisible dimensions of diversity.
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