



Job Posting: Youth Program Coordinator

Part Time: 25 Hours per Week (up to 30+ hrs.) / \$19.25 hour

Place Maillardville Community Centre is looking an experienced leader to coordinate the smooth daily operation of our youth drop-in after school recreation programs for youth ages 10-15. You must be available from Sunday to Thursday.

Qualifications:

- Ability to create and maintain a healthy, safe and engaging environment for staff, volunteers, and our youth visitors, while ensuring respectful conduct and program discipline.
- Mentor staff in programming and delivering a variety of youth activities that are engaging, inclusive and fun.
- Must be an excellent team player, with a positive attitude every day.
- Must be an excellent communicator and always friendly, diplomatic and professional in dealing with visitors and clients.
- Responsible for hiring, scheduling and evaluations of youth recreation leaders and volunteers.
- Liaison for off-site after school programs at our local Middle School.

Education and Experience:

Must have a Degree or are currently working towards a diploma in recreation, social services, youth justice, kinesiology, physical education and coaching etc.

Licenses:

Must have current first aid certificate, food safe, and use of a car for work. Need to complete a criminal record check.

We are accepting applications until October 28, 2017. We thank all who apply. Only those most qualified will be contacted for an interview. Include a cover letter describing how your experience has prepared you for this role.

Please forward your resume to:

Program Manager - Place Maillardville Community Centre

1200 Cartier Ave., Coquitlam BC V3K 2C3.

Email: activities@placemaillardville.ca

Fax: 604.933.6168