

# Program Assistant

## Parks & Recreation Services - Youth Activity Centre (YAC)

**\*\*Multiple positions may be filled\*\***

### Competition #70

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

**Position Conditions:** This full-time seasonal position from May 20 to August 29, 2025, will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

**Rate of Pay:** \$17.82 - \$19.21 per hour (2023 Rates)

**Closing Date:** 11:59 PM on March 26, 2025

This competition will include testing and an interview.

### **PURPOSE OF POSITION**

Under the general direction of the East Hub Programmer, the incumbent will be required to coordinate and oversee the operations of a Youth Activity Centre (YAC) location. The YAC program targets youth ages 7-8 or 9-15 (based on location), delivering programs and activities which will enhance both life skills and social skills of the recipients in an active, fun & safe environment. Activities could include, but are not limited to, swimming, team sports, arts & crafts, music & dance, cultural education, outdoor exploring, etc. YAC is open Monday-Friday, 1:00-5:00pm during the summer months.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

- Train and direct Recreation Leaders and volunteers
- Schedule and coordinate program activities
- Schedule, coordinate and organize staff
- Rectify staffing and other problems related to the program
- Compile/prepare end-of-season reports as required
- Assist in problem solving and conflict management related to the program
- Present at various locations
- Perform other duties as assigned or as required

**NOTE:** This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

### **MANDATORY QUALIFICATIONS & EXPERIENCE**

- Grade 12, GED, or Mature High School Diploma
- Valid Class 5 Province of Manitoba driver's license
- Emergency (Basic) First Aid/Level C CPR (must be obtained prior to program start date)
- Successful completion of a Child Abuse Registry Check and Criminal Reference Check, including Vulnerable Sector Verification

## **PREFERRED QUALIFICATIONS & EXPERIENCE**

- Post-secondary education related to community services field
- Related experience in recreation, programming, education, instruction, lifetime sports background
- Previous experience working with youth and volunteers
- Previous experience working in a multi-ethnic setting

Please contact [HR@brandon.ca](mailto:HR@brandon.ca) for a complete job description

*The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!*