

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Program Assistant – Youth Centre

Parks & Recreation Services

Up to 32 hours per week.

Under the general direction of the Recreation Hub Programmer East, the incumbent will be required to assist in coordinating and overseeing the operations of the Youth Centre program. The Youth Centre program targets youth ages 8-17, 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.

Duties & Responsibilities

- Train and direct Youth Activity 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 and monthly reports as required;
- Assist in problem solving and conflict management related to the program;
- Perform other duties as assigned or required.

Mandatory Qualifications & Experience

- Emergency (Basic) First Aid/Level C CPR (must be obtained within one month of employment);
- Successful completion of a Criminal Reference Check and Child Abuse Registry Check including Vulnerable Sector Verification.

Preferred Qualifications & Experience

- Grade 12, G.E.D., or Mature High School Diploma;
- 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.

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE Local 69 employees.

Competition #220087

Please apply with a cover letter and resume on-line at:

www.brandon.ca/employment

Rate of pay: \$17.56-\$18.93 per hour (2022 rates)

Posting Date: August 10, 2022

Applications will be accepted until 11:59 p.m. on
August 24, 2022

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 Twitter!

Serving and building Community!