

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Program Assistant – Youth Centre

May 15 – September 6, 2023

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 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.

Mandatory Qualifications & Experience

- Grade 12, G.E.D., 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

- 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.

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

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.

Competition # 230020

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

<http://jobbank.brandon.ca/>

Posted on: March 1, 2023

Applications will be accepted until
11:59pm on March 22, 2023.

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

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position.

Rate of Pay:

\$17.82 - \$19.21 per hour - 2023 rates.

Position Conditions:

This seasonal position will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

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!