



### **Noopa Youth Resource Worker**

Boys and Girls Club of Williams Lake provides a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life. The Club offers a rewarding employment opportunity with a competitive rate of pay, and the opportunity to make a positive impact in the lives of children and youth attending the Club.

This opportunity is planning, organizing and facilitating a wide variety of recreational and social activities designed for school aged children.

Type of Position	Part Time-Casual
Classification	Level One, Youth Resource Worker
Rate of Pay	\$17.50 per hour
Hours of Work	3pm-8:15pm M-T 4pm-11:15pm Fridays Some special event and varying schedules with notice
Location	17 South 4 <sup>th</sup> ave

#### **Main Areas of Responsibility**

- Primary contribution will be the planning, organizing and delivery of a wide variety of recreational and social activities designed to meet the need of Club participants.
- Encourages, engages and facilitates the participation of individuals in the program by creating a safe, harassment-free, drug & alcohol free, fun and enjoyable atmosphere.

#### **Qualifications**

- Post-secondary education relating to area of work; such as Education, Child & Youth Care, Social Work or Psychology.
- Experience planning recreational activities for large groups of youth
- Ability to work independently and in a team environment
- Current First Aid Certificate
- Current Food Safe Certificate
- **Class IV driver's license or willing to obtain within 60 days of employment**

#### **Condition of Employment:**

- The successful candidate must complete and successfully pass a Criminal Record Check.

#### **Apply to:**

Please send a cover letter and resume to Krista Harvey, Manager Williams Lake BGC, via email at [programleader@bgcwilliamslake.com](mailto:programleader@bgcwilliamslake.com)

**Thank you for your interest in joining the Boys and Girls Club team. Only those candidates that have been short listed will be contacted for an interview.**



**Boys and Girls Club of Williams Lake**

**Position: Youth Worker, Noopa**

**Reports to: Manager Williams Lake Club**

**Key Responsibilities:**

Youth workers supervise youth between the ages of 13-18 in the Boys and Girls Club drop-in center, provide social recreational program facilitation and service and support youth members who may be experiences complex issues such as: physical, sexual, and/or emotional abuse, drug and alcohol use issue, self-esteem issues, family and peer conflict. Youth worker must have current and comprehensive knowledge of community resources, services and referrals specific to the multiple needs of youth.

**Confidentiality:**

This position embraces a variety of tasks and includes being privy to confidential matters relating to personal information regarding the clients of the program. Client confidentiality is of paramount importance and must be respected at all times, however the incumbent must also obey all statutes requiring the reporting of child abuse and crimes.

**Communications:**

Internal: Contacts primarily involve consulting with the Program Manager and the Youth Staff Team. Communication with internal staff is confined to the exchange of factual information. The Youth Resource Worker may on occasion provide support to youth who visit and/or participate in the programs.

**Please note: this is not a counseling position and after the clients' needs have been identified the Youth Resource Worker will refer the client on to appropriate services.**

Contact primarily revolves around building relationships and encouraging and engaging youth to participate in the Club's social, recreational, and educational programs and when necessary referring youth to access additional resources and/or services.

External: The Youth Resource Worker on occasion may communicate with other agencies and professionals in the community such as MCFD, RCMP, [list other resources here] as needed. Contacts with outsiders primarily involve an exchange of factual information to clarify details on programs and services and to access referral information for youth.



### **Accountabilities:**

- Plans, organizes, and implements recreational, social, and educational activities and programs designed to meet the needs of the youth who visit Club youth programs.
- Encourages, engages, and facilitates the participation of individuals in the program by creating a safe, harassment-free, drug and alcohol free, fun and enjoyable atmosphere in order to enhance the program's appeal to all youth.
- Maintains awareness of any problems (medical, behavioural, or other) experienced by youth.
- Help plan, organize, and implement daily sport and recreation programming, activities, and special events.
- Ensures that the facility is safe and clean during all activities and that supplies etc. are put away after programs.
- Maintains appropriate records and statistics and ensures all required documentation is accurate and complete (e.g. attendance recording, incident reports, membership, intake forms, daily outcome reporting, filing etc.).
- Perform all duties in congruence with the values and principles of the Boys and Girls Club, Policy and Procedures of the organization, and in accordance with professional ethics and standards.
- Other related duties as required (e.g. preparing snack, meals, cleaning, laundry, etc.).

### **Qualifications (preferred)**

- Education – post secondary education in related field (education, social work, human service) preferred
- 1-year experience (including volunteer) in positions supervising children and/or youth.
- Ability to mentor youth

### **Conditions of Employment**

- Satisfactory Criminal Record Check
- First Aid Certificate (Level One)
- Food Safe
- Mental health first aid (to be obtained)

### **Working Expectations**

- Regular evening work Monday – Thursday 3:00pm-8:15pm
- Friday 3:45pm-11:15pm
- Lead by a good example