



Cortes Community  
Health Association

## Youth Programs Assistant for KIA or AIL

### Job Description

Background: The Cortes Community Health Association Family and Youth Programs operates several afterschool, drop-in programs for the benefit of Cortes Island residents. These programs are offered free of charge, and focus on healthy peer relationships, healthy habits of physical activity, connection with nature, and other important life skills.

In light of the current COVID-19 Pandemic, we are changing the way we offer these programs to the community. We will be following a specific WorkSafe BC plan to mitigate the risk of contagion as best we can for both our staff and our participants and their families.

As a Youth Program Assistant, you will be responsible for following the Lead Coordinator's instructions and implementing the WorkSafe BC plan.

The Youth Programs Assistant will be working with kids ages 7 to 12 years old. These programs will be happening outside for the 2020/2021 program year, as access to indoor facilities is limited and/or not possible.

### **PURPOSE OF THE POSITION**

The Youth Programs Assistant is responsible for assisting the Lead Coordinator in delivering enriching and age-appropriate outdoor programming on a weekly basis, for child and youth participants.

### **SUPERVISION**

The Youth Program Assistant receives guidance from the Lead Coordinator, and may communicate with the Youth Programs Manager from time to time.

### **RESPONSIBILITIES**

To assist in all aspects of the delivery of a weekly outdoor program for children during the school year:

- Assist Lead Coordinator in offering attentive, engaged facilitation during unstructured play and during directed programming

- Support guest instructors
- Assist Lead Coordinator in keeping records of attendance and incident reports
- Assist in ensuring that all programs and activities are implemented according to program goals and CCHA philosophy.

## **Required KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE**

### **Knowledge**

The Youth Programs Assistant is expected to have knowledge in the following areas:

- ✓ All relevant CCHA policies and procedures for program development and implementation (all materials will be made available to coordinator from the CCHA)
- ✓ An understanding of children's developmental characteristics, maturity and capacities
- ✓ Awareness of basic outdoor and wilderness safety

### **Skills**

The Youth Programs Assistant must demonstrate the following skills:

- ✓ analytical and problem-solving skills
- ✓ decision making skills
- ✓ effective negotiation and mediation skills for children
- ✓ effective verbal and written communications skills
- ✓ time management skills

### **Preferred Experience**

Experience working with children in some capacity.

Please send your cover letter and resume to Youth Programs Manager, Jodi Peters , by email:

**ccha.programs@gmail.com**

