

# New Program Staff 2019-2020 Fall/Winter/Spring

## Parks and Recreation Department

<b>Job Number</b>	PR-217-19
<b>Employee Group</b>	Non-Union
<b>Employment Status</b>	Part Time
<b>Position Overview</b>	<p>The City of Burlington is accepting new applications for Fall/ Winter/ Spring Program Staff for the following program areas:</p> <ul style="list-style-type: none"><li>• <i>No Socks for Ivan</i> – Youth engagement leaders in youth drop-in programs</li></ul> <p>Program staff report to the Recreation Programmer and work at various locations throughout Burlington. Positions run for up to 10 months September-June. Hours of work will vary with position title and will vary dependent on program need. These positions DO NOT exceed 27 hours a week.</p>
<b>Responsibilities</b>	<p>Program Staff are expected to engage youth attending <i>No Socks for Ivan</i> to create meaningful connections that will allow youth to feel comfortable both within City of Burlington spaces and in their community. Program staff will maintain an environment that foster's healthy youth development and positive interactions between youth and other community members. Program Staff are responsible for planning and implementing creative and varied programs to meet the needs and interests of all participants. Successful applicants will be responsible for the safety and supervision of participants both on and offsite and are expected to implement and participate in activities.</p>
<b>Requirements</b>	<p>Program Staff must have submitted the following qualifications or be in the process of updating, at their own expense:</p> <ul style="list-style-type: none"><li>• Standard First Aid and CPR level C certification</li><li>• Behavior Management Systems Training (provided by the City of Burlington)</li><li>• HIGH FIVE - Principles of Healthy Child Development</li><li>• A criminal record check including a vulnerable sector search</li></ul> <p>The ideal candidate will have experience working with youth in a recreational setting. This position requires the individual to have confidence, patience, time management, strong communication and organization skills. The successful candidate will demonstrate commitment to a youth-centred approach and the ability to develop and facilitate group functions and activities. The ideal candidate will be creative and demonstrate both active learning and active listening. It is important that the candidate is aware of others' reactions and understanding behaviours and can provide an experience of inclusivity to all ages and abilities. Qualifications in Post-secondary education or working towards completion of a degree, diploma or certificate in a related field are considered an asset.</p>
<b>Additional Information</b>	<p>Please be advised of the following details:</p> <ul style="list-style-type: none"><li>• Successful applicants are required to attend all mandatory training dates and to complete all mandatory online training prior to program start.</li><li>• Applicants to indicate area of interest and availability during application process.</li><li>• Successful applicants will be placed at a location that best fits the program needs.</li><li>• Program times often include evenings and weekends.</li></ul>
<b>Hourly Rate</b>	Program Instructors – \$17.38 / hour; Program Attendants - \$14.00 / hour (under 18 student rate \$13.15)
<b>Posting Close Date</b>	October 7, 2019
<b>How to Apply</b>	To apply, please visit <a href="http://www.burlington.ca/careers">www.burlington.ca/careers</a> and click on "View Jobs". Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

*We thank all applicants and advise that only those to be interviewed will be contacted.*

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