

15641-96 Ave  
Edmonton, AB, T5P 2R7  
Ph/Fax: 780-481-2942  
www.kidsontrack.org



## Youth Program Intern Job Description

**Location:** Kids On Track Offices 15641-96 Ave

**Hourly Wage:** This is an intern position with the possibility of a \$1000 bursary at the completion of the project

**Apply:** Send a resume and cover letter to [kristy@kidsontrack.org](mailto:kristy@kidsontrack.org)

### Youth Leader Overview:

- This intern will assist with the Shift Youth drop in program on Friday nights. This program runs every Friday night from 7:00-9:00 pm. The intern will be asked to commit to 2 of these programs a month.

### Responsibilities:

- Assist in planning the Shift Youth events
- Behavior management of youth at the program
- Leading discussions, games, activities
- Maintain positive relationships with the youth
- Assist in the administration of the program (attendance, advertising, promotions)
- Set up and tear down of the building including tables and chairs, equipment etc.
- Ensure all policies and procedures are followed
- Create a warm and welcoming environment for youth
- Act as a chaperone for any overnight/weekend events
- A minimum of 100 hours must be filled for this internship (Approximately 20 events, 4 hours per event, 20 hours of planning and prep time)

### Qualifications:

- **Must be a professing and practicing Christian adhering to a Christian lifestyle and subscribing to the Statement of Faith and the Statement of Values and Beliefs of Kids On Track Association of Edmonton, must sign a Lifestyle Policy**
- Have a good understanding of child development and have experience leading children's groups and activities
- Must be able to work in a team setting
- Must be punctual and reliable
- Must submit a Criminal Record Check and an Intervention Record Check

### Some specialized skills required

- Must be outgoing, personable, organized
- Experience in leading youth activities is an asset
- A bus license is an asset

### What we will accomplish at the end of the internship

- The intern will develop skills in leadership and teamwork

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- The intern will develop skills in behavior management of youth
- The intern will develop skills in planning and implementing events for youth

**Organization Profile:**

Kids On Track is a Christian faith-based children’s charity that serves disadvantaged youth and children in the West Edmonton area since 1992. As the Shift Youth Program provides the opportunity for mentorship, Christian Education and worship experiences, it is necessary for interns to teach from the Christian perspective and subscribe to the Statement of Faith and the Statement of Values and Beliefs of Kids On Track Association of Edmonton.