



Job Title: Child and Youth Program Leader

Position: 14-16 weeks, 12 hours/week

Start date: September 2021

Location: 15641-96 Ave, Edmonton AB, various sites in West Edmonton

Salary/Wage: \$16.50/hr

Apply with cover letter and resume. Please include relevant course descriptions, certificates, and volunteer work. Along with all relevant experience, please include any experience working, volunteering, or participating in a Christian faith-based organization. Please send to kristy@kidsontack.org

Duties and Responsibilities:

- Provide care and supervision for the children and youth involved in Kids On Track programs including but not limited to after school clubs, youth programs, HomeBuilders grief recovery program, Active Families program.
- Implement the lessons and activities including religious instruction and mentoring in Christian character
- Ensure a variety of learning activities including music, drama, art, games, storytelling and sharing times are incorporated
- Provide care and supervision to groups of children and youth at field trips. Field trip activities may include: swimming, biking, canoeing, outdoor games
- Assist with supervision and training of youth in the Leaders In Training Experience program
- Assist with the fundraising events that support the programs
- Reports directly to Coordinators, Managers, and Directors respectively.

Hours of Work- depending in which program you are place you may need to be available:

- Weekdays 3:00-5:30 pm, Thursdays late morning and early afternoon, Thursday evenings 5:30-8:00 pm (Character Clubs)
- 1 evening a week 5:30-8:00 pm (HomeBuilders)
- Fridays 5:30-9:00 pm (Shift Youth)
- Saturdays (Active Families, Family Connect, special events)

Requirements/Skills:

- Must be in agreement with the Christian mission of the organization
- Must have experience working with children and youth and demonstrates a caring, warm attitude towards youth/children
- Must be able to function as a team member
- Must be able to adhere to the design principles of making sure the program is developmentally appropriate, safe, and welcoming of diversity and uniqueness
- Must be responsible and reliable in basic work skills including basic administrative skills such as taking attendance
- Must be physically fit and able to participate in a wide range of recreational pursuits
- Specific athletic skills such as swimming, biking, archery, and canoeing would be an asset
- Class 4 or Class 2 (Bus license) an asset
- High Five Principals of Healthy Child Development certification an asset
- Must have current CPR Level C and First Aid certificate
- Must submit a clear Police Security Check and an Intervention Record Check
- Minimum of 18 years of age and under the age of 30 (grant requirement)
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act and legally entitled to work and study in Canada (grant requirement)

Organization Description: Kids On Track is a community building organization that provides hope, direction, and ongoing support for children, youth, and their parents. Educational, social, spiritual, and recreational elements are combined to deliver well-rounded programs. We cultivate relationships with participants encouraging their faith, character and leadership development, social skills, and a healthy lifestyle. We strive to support families that have limited opportunities due to various challenges.