



**Children and Youth Recreational Program Staff
Westhills YMCA-YWCA (Langford, BC)**

Positions:

Permanent Part-Time (PPT): 20-34 hours/week

Casual: Up to 19 hours/week

Placement: early September 2021

Wage Rate: \$15.55/hour (Plus benefits for permanent positions)

Shifts available include: Mondays - Sundays 8:45am-12 noon; Mondays – Thursdays 4:30-7pm.
Opportunity for shift coverage or additional shifts depending on availability

Nature and Scope:

The Children and Youth Recreational Program Staff team provides high quality programs and services to our members and participants, and work as members of the Health, Fitness and Aquatics program team. This includes maintaining a safe environment, providing safe and enjoyable recreational programs for families and children ages 0-12 years of age. The range of programming includes (but is not limited to) supervision of the following activities: PlayCare (childminding), family activities (parents with young children), active games, creative programs, sports programs and Y Move - a Physical Literacy program for children to develop fundamental movement skills to set the foundation for being active for life.

Permanent part-time (PPT) positions require the flexibility to work weekends. Permanent part-time positions qualify for 3 weeks paid vacation, pro-rated based on hours worked, a YMCA-YWCA individual membership, as well as a cost shared group benefits plan after the probationary period which includes:

- Healthcare, Drug Plan, Dental, Vision, EAP Plan
- Extended Health Care
- Life Insurance
- Eligibility for the YMCA Canada Pension Plan (eligible after two years of continuous service, if required hours are met)

Casual positions are entitled to an individual YMCA-YWCA membership.

Responsibilities:

- Provide excellent customer service to members, volunteers, and staff
- Set-up and take-down of program equipment and other equipment as required
- Ensure that equipment is safe and in good repair (report any malfunctions and remove any damaged equipment immediately)
- Plan, organize and implement core lesson plans/daily lesson plans, progress reports and evaluations
- Maintain accurate, up-to-date progress sheets and records for participants
- Maintenance and cleaning duties as required

- Ensure the safety of all members, participants, staff, and property by following YMCA-YWCA Vancouver Island standards/policies/procedures and ensuring they are maintained amongst all members and staff
- Monitor commitment to service excellence by role modelling and maintaining YMCA SAM 2.1 standards
- Develop and maintain professional and courteous relationships with members and participants
- Contribute as a member of the staff team in the overall operation of the Health, Fitness and Aquatic Centre, including performing other duties as assigned

Qualifications:

- Current Standard First Aid and CPR C required
- A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required
- Experience in leading activities for children ages 0 to 12 years
- Education or experience with Physical Literacy an asset
- Reliable and dependable
- Ability to communicate effectively with children in the target age group
- Able to deliver programs (with appropriate age activities) in keeping with YMCA-YWCA standards
- Ability to establish and maintain positive communication with parents

Competencies:

- Commitment to Organization Vision and Values
- Commitment to Health and Safety
- Customer Service
- Teamwork
- Communication
- Problem Solving
- Planning and Organization

To Apply: Please send a cover letter and resume (indicating your preferred hours – PPT or Casual) in the subject line of your email to:

Human Resources
YMCA-YWCA of Vancouver Island
Email: hr@vancouverislandy.ca

Please Note:

- 1. Application Deadline:** open until suitable candidates found
- 2. Please indicate in your cover letter how you heard about this position.**
- 3. Internal applicants are expected to inform their supervisor prior to application.**
- 4. We thank all applicants, but only short-listed candidates will be contacted.**

The YMCA-YWCA of Vancouver Island is an equal opportunity employer.