

**YOUTH LEADER I**  
Recreation Division

**DEFINITION**

Under the general direction of the Recreation Programmer, Program Technician or Summer Program Coordinator, the Youth Leader will provide direct supervision to Program Assistants and participants in children and youth programs. The Youth Leader will be responsible for planning and supervising relevant activities in a variety of programs for children and youth. The Youth Leader will ensure the safety and well being of participants and will communicate and work cooperatively with participants, parents, coordinators and supervisors.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:**

- Supervise and plan a wide variety of activities in a recreational, day camp or instructional setting.
- Ensure the fun and safety of all participants by maintaining the program site and by implementing safe, well organized activities.
- Participate in a leadership training course prior to the beginning of the program.
- Be responsible for reporting to the supervisor the outcome of planned activities.
- Responsible for program planning and evaluations, TIA evaluations, risk management planning, newsletters and incident/accident reporting.
- Provide some direction to Program Assistants.
- Hold briefing sessions for the week to keep Program Assistant up to date.
- Perform other related duties as required.

**KNOWLEDGE SKILLS AND ABILITIES ON THE JOB:**

- A working knowledge of sports, social activities, arts, crafts and special events of particular interest to today's youth.
- Understanding of age group characteristics, traits and the ability to adapt programs.
- Demonstrated interpersonal skills necessary to establish rapport with various age groups.
- Ability to maintain a high degree of enthusiasm, imagination and personal motivation.
- Knowledge of community resources.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
  - Adaptability - willingness to be flexible in a changing work environment
  - Relationship Building - establishes and maintains respectful and cooperative working relationships.
  - Effective Communications - communicates effectively with others.
  - Problem Solving - recognizes and acts to resolve problems.
  - Customer Focus - provides excellent service to both internal and external

customers.

REQUIREMENTS:

- Completion of Grade 10.
- Three months experience working with children in a recreational, day camp, or instructional setting, including experience with children with behaviour difficulties.
- Emergency First-Aid and CPR C.
- Satisfactory Police Information Check.
- Valid Class 4 Driver's Licence, as required.

STANDARDS:

- Support and uphold and the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal and departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.