

The Military Family Resource Centre (MFRC) is now hiring a:

Youth/Teen Centre Programmer (15-20 hours per week)

Monday – Friday

Hours: Evenings Required

Qualifications:

- Youth Care Certificate or Diploma or equivalent education
- CPR and first aid
- Previous experience working with youth groups and developing programs
- Strong organizational and communication skills
- Ability to work with minimal supervision
- Previous experience in related work and/or leadership training is an asset

Assets:

- Working knowledge of French and English

Responsibilities:

1. Ability to build and foster positive relationships with Youth/Teens
2. Supervise and work with Youth/Teen Centre co-workers and volunteers to create and deliver the Youth/Teen Centre program.
3. Supervise children between the ages of 6 and 18 years.
4. Plan and carry out weekly activities including: arts & crafts, sports, recreation and theme days.
5. Plan and distribute a monthly calendar of events for both the Youth and Teen programs using a variety of methods (mail, email, facebook, website etc)
6. Ensure all activities are carried out in a safe manner.
7. Maintain all information gathered from parents upon registration concerning health, contact phone numbers, swimming ability, day trip permissions, etc.
8. Maintain communication between children, staff and parents.
9. Inform the children/youth program coordinator of any discipline problems, parent complaints, etc.
10. Liaise with the children/youth program coordinator in all aspects of the program.
11. Submit a report upon completion of the program.
12. Assist with collecting and recording payments and issuing receipts when necessary.
13. Ability to manage conflict and foster critical and problem solving skills in Youth/Teens
14. Other duties as assigned.

Resumes with cover letter will be accepted until July 30th, 2010.

Only those successful in getting interviews will be contacted.

Wage is \$11/hr.

Please send resume and cover letter to Regan.Gorski@forces.gc.ca or,

Attention: Regan Gorski

MFRC

P.O. Box 5000

Moose Jaw, SK

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