



Job Description

Identification

Department: **Yarmouth Recreation**
Position: **Youth Active Leadership Coordinator**
Supervisor: Community Recreation Coordinator
Hours of Work: Normal Hours of work are from Monday to Friday, 8:30 am to 4:30 pm, or as required.

Scope

Under the direct supervision of the Community Recreation Coordinator, the Youth Active Leadership Coordinator will be responsible to oversee the successful development and implementation of the Department's Youth Active Leadership program.

Desired Qualities/Qualifications

High School completion, and enrolled in post-secondary education. Previous experience working with children and youth is an asset. Previous experience with programs and leadership development is an asset. Special consideration may be given to someone who can provide instruction in outdoor leadership skills in the areas of canoeing, kayaking, sailing, hiking, camping, etc. A team player, who is willing to work with others, including other staff members, and the general public. The Coordinator will need a friendly, trustworthy, and honest personality. First/Aid CPR level C is desired, or a willingness to obtain.

Duties

Responsibilities include, but are not limited to the following:

Programming

- to work with Yarmouth Recreation Staff to design a comprehensive youth leadership development program for youth ages twelve through sixteen, utilizing the resources of Yarmouth Recreation and the Department of Natural Resources.
- to identify and confirm all resources required for the program; finances, transportation, equipment, supplies, facilities, leaders, and so on.
- to collaborate with Yarmouth Recreation staff to schedule leadership opportunities for participants
- to provide development opportunities in outdoor recreation skills such as canoeing, kayaking, sailing, hiking, camping, etc.
- to provide participants with opportunities for learning in areas such as physical literacy, free play, High Five essentials, CS4L, etc.
- to observe participant behavior and performance and provide constructive feedback through a comprehensive personal evaluation process.
- to purchase equipment and supplies as necessary
- to evaluate the program, through the departmental evaluation process
- to ensure the safety of all activities and that the first aid kit is ready and available at all times
- to follow safety guidelines and procedures
- to report all problems, concerns, criticisms, and compliments to the Community Recreation Coordinator

Administrative

- to adhere to the programs budget
- to attend staff meetings
- to follow policies and procedures set forth by the department
- to ensure all forms are completed and payments received
- to maintain up to date records/files for the program and participants

Public Relations/Promotions

- to promote the program and participant successes through radio, tv, newspapers, posters, brochures and school visitations
- to interact with participants on a regular basis, and ensure others are doing so, as well

Supervisory

- to recruit volunteers, guest speakers, workshop facilitators, etc.
- to develop volunteer schedules for participants and develop a process to communicate those with affected staff.
- to act as a resource for others involved with Yarmouth Recreation programs or events

The Youth Active Leadership Coordinator will be responsible to perform all duties as listed and other duties as requested by the Community Recreation Coordinator and/or Director of Recreation.