

POSITION TITLE: **YOUTH ZONE SPECIALIST**

POSITION SUMMARY: Each Specialist is responsible for the co-ordination of activities within their designated area of responsibility as well as the fulfillment of assigned administrative duties.

REPORTING TO: Youth Zone Director

POSITIONS SUPERVISED: Leaders and Volunteers

TERMS OF EMPLOYMENT:

Length: May to late August.

Conditions: Monday to Friday (will include weekend and evening work).
35 hours per week.

Must have use of a vehicle.

Current Standard First Aid and Level 'C' C.P.R. Certification.

Participate in all training sessions.

High Five Quality Assurance Certification, Intentional Youth Development.

A Police Records Check (Type 2) from the Thunder Bay Police Department is a condition of hiring for ages 18 and over.

MAJOR DUTIES:

1. Develop and implement a program in specialized area.
2. Act as a special skill resource person to Youth Zone Leaders and other department and community programs, as required.
3. Assist the Director in administrative duties, such as the planning of program activities, development of work schedules, requisition and purchase of supplies, equipment/supplies control, etc.
4. Receive and answer public inquiries in an enthusiastic and positive manner which enhances the image of teens in the Youth Zone Program and the department.
5. Identify supplies and materials needed for assigned areas of responsibility. When picking up supplies, keep accurate account for costs.
6. Abide by, and enforce all Youth Zone rules and regulations with respect to staff and teens.

Recreation & Culture Division

POSITION TITLE:

Youth Zone Specialist

7. Implement safety procedures and ensure standards are met in all phases of Youth Zone operations.
8. Assist the Director in developing, co-ordinating and implementing a Leaders in Training Program and encourage and support those who volunteer in, or with, the Youth Zone Program.
9. Actively encourage the use of the Youth Zone Program by teens with a disability.
10. Attend and participate in weekly Head Staff meetings. Assist with the planning and implementation of monthly meetings for Youth Zone Leaders.
11. Plan and attend training sessions. Conduct written evaluations of training sessions and program effectiveness.
12. Update and develop the Youth Zone Manual in co-operation with the Director.
13. Develop and maintain positive working relations with other Youth Zone Staff, as well as with all community contacts.
14. Plan and attend all special events and actively participate in activities.
15. Assist the Director upon request in the resolution of the Youth Zone Program problems.
16. Work toward developing a positive image of teens in the community by speaking in a positive way about the Youth Zone and their activities.
17. Assist in the promotion of the Youth Zone Program. Conduct public relations activities (i.e.: school visits, media).
18. Meet with, and report to the Program Supervisor – Children and Youth, as required.
19. Solicit donations when necessary. Keep accurate account of all requests and donations.
20. Assist in developing a "Youth Zone Newsletter" to be mailed to all registered participants.
21. Develop a Specialist's Manual, including a daily log, and comprehensive year-end report with the guidance of the Youth Zone Director.
22. Perform other related duties as required.

Cont'd On Next Page

REQUIREMENTS:

1. Education

Secondary High School Diploma

2. Experience

2 years recent experience in community recreation programming, focusing on youth programming

Proven leadership experience

Proven leadership experience in area of specialization, for example: special events, arts, sports and games, outdoor recreation, nature studies, waterfront, crafts

3. Accreditation

Current Standard First Aid and Level 'C' C.P.R. Certification

Valid Driver's License

A Police Records Check (Type 2) from the Thunder Bay Police Department is a condition of employment for ages 18 and over

On the Job:

WHMIS

Available for job specific training

City Driver's Test

High Five Quality Assurance Training (PHCD & QUEST 2)

Intentional Youth Development

4. Personal Characteristics

Demonstrated:

Good verbal and written communication skills

Organizational skills

Ability to work independently

Resourcefulness and initiative

Problem-solving ability

Ability to work in a diverse and dynamic team environment

Team player

Understanding of, and belief in, the concept of inclusion as it relates to children/youth with disabilities

5. Assets

Experience in supervising staff

Experience working with children/youth with disabilities