



<b>Position:</b>	Youth Zone Coordinator	<b>Type of Employment:</b>	School Year contract
<b>Reports to:</b>	Windsor Coordinator	<b>Club Location:</b>	Windsor Unit
<b>Hours:</b>	17 – 25 / week (weekdays)	<b>Wage:</b>	\$18.55 / hour

**Overall function of the Youth Zone Coordinator**

To design, develop and deliver a wide variety of activities and services that reflects the Mission and the Core Values of the Boys & Girls Club for members in the grades 4 - 8 that enhances their personal growth and development. Must be able to work 2:30 – 5:30 and possibly some early evenings

<b>Qualifications &amp; Requirements</b>	
Criminal / Child Welfare Check	First Aid & CPR
High Five Certification	Education in the Human Service Field
Previous work with children an asset	Class F is an asset (if over 25)

- Responsibilities**
- Assist in the identification of the needs and interests of children and youth
  - Attend and participate in training (online and in person)
  - Ensure to be knowledgeable with fire / missing child safety procedures
  - Assist in designing, organizing and implementing a diverse program of educational, social, recreational, health, leadership and cultural age appropriate activities.
  - Ensure planning has a variety of indoor, outdoor & skill building activities
  - Design and implement weekly calendars for your age group
  - Supervision of youth workers, placement students and volunteers
  - Contribute to evaluation of placement students
  - Promote and encourage participation by members and the general public in programs
  - Supervision of children and youth in designated areas
  - Maintain excellent attendance stats for future reports and statistical information
  - Prepare incident reports when required
  - Conflict resolution and behaviour management with members
  - Administer first aid when required
  - Bring to the attention of the Supervisor any concerns or incidents that require follow up.
  - Provide a safe and healthy environment for all youth attending the Club.
  - Cleaning & Sanitizing the building, toys, furniture, etc...
  - Ensure all areas are kept clean and change bulletin boards when needed
  - Must be able to work between 2:30 – 5:30 pm
  - Any other related duties

**Children are not a distraction from more important work.  
They are the most important work!!**