

Summer Job Opportunity!



Kildonan Youth Activity Centre (K.Y.A.C.)

KYAC is a non-profit organization that strives to build respectful and responsible relationships between local youth and the community. KYAC is dedicated to providing leisure activity centres that encompass healthy, active living and the arts to participants 8-17 years of age in the **Kildonan community**.

Located at Ecole Seven Oaks Middle School (West Kildonan) – 800 Salter Street

***KYAC Supervisor → Mid May – Mid August (~14 weeks)**

Duties include:

- Report to the Program Coordinator
- Act in the absence of the Program Coordinator
- Be responsible for registration forms
 - Filled out by parents and participants
 - File in Registration Forms Binder according to *first name*
- Coordinate program promotion (presentations, ads)
- Ensure program brochures are up-to-date and available to the public
- Ensure permission forms, calendars, and sign-in sheets are always available
- Plan, coordinate, and implement summer activities (recreation, cultural, artistic)
- Assist staff to resolve participant conflicts/issues
- Attend all KYAC outings and be responsible for:
 - Clarifying pick-up/drop-off times with the bus driver
 - Participant permission forms
 - Payment of admission fees
 - Delegating tasks to staff if necessary

***Rotary Leadership Circle Coordinator → Mid May – Mid August (~14 weeks)**

Duties include:

- Report to the Program Coordinator & the Coalition Coordinator
- Create an application process for youth to apply for the program
- Advertise the Rotary Leadership Circle program to students ages 12-15
- Review all applications and conduct interviews with each applicant
- “Hire” 10 youth for the summer program
- Manage each RLC leader, their schedules, and track volunteer hours
- Provide youth with an orientation on the first day
- Coordinate leadership activities/outings for the youth to participate in
- Manage stipends for each youth & take them on their shopping excursion at the end of the program
- Fill out required paperwork on a daily basis
- Attend meetings regarding the RLC program

Youth Activity Worker → Youth activity worker July 2-August 16 (~7 weeks)

Duties include:

- Report to the Program Coordinator
- Supervise youth and activities taking place on and off-site, which includes:
 - a. Engaging and motivating youth to be active and make positive choices
 - b. Building positive relationships with youth
 - c. Taking initiative by being creative with tools provided to find ways to connect with the youth (ex: introduce new activities, etc)
 - d. Interacting with the public (parents, guardians, teachers)
 - e. Appropriate supervision while on group outings
- Be responsible for organizing, supervising and interacting a variety of activities for youth ages 8-17
- Be prepared to resolve participant issues/conflicts that may arise

*Access to a vehicle is preferred, but not required (Contract ranges from \$10.25-\$11/hour)

*First Aid/CPR certified, Criminal Record Check and Child Abuse Registry must be cleared

➔ **Resume with cover letter and/or references can be emailed (MS Word or PDF file)**

➔ **Please indicate position desired and if you are returning to post-secondary education in 2014**

➔ **Deadline to apply: Friday May 3rd, 2013**

➔ **Mon-Fri working hours (~35-40 hours/week)**

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