

Y Employment OPPORTUNITIES



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Position Title: CHILDMINDING/CHILD AND YOUTH PROGRAM ASSISTANT
Location: H2O Adventure + Fitness Centre
Compensation: \$ 13/hr + membership
Schedule: Part Time: 11-29 hrs/week

We are seeking a Childminding/Child and Youth Program Assistant who is energetic, personable, resourceful, well-organized, with interpersonal skills. The Childminding services are open to the public and to our members who are at the facility and wish to workout, swim, or participate in a class while their children receive quality care in a fun and supportive environment. If you are energetic, creative, and love to care for children, then this is your ideal job!

Reporting directly to the Program/Special Events Supervisor, the Childminding/Child and Youth Program Assistant will participate in and supervise a range of activities for children and youth aged Infant to 17 years as well while they participate in a range of activities including arts and crafts, games/sports, outdoor adventures, and swimming. In addition to assisting with the operations of drop-in programs, day camps, teen nights and birthday parties for children and youth. This position requires flexibility and the ability to do shift work when required. The goal of our Child and Youth Program services is to ensure that all children and youth enjoy a safe, fun, and quality experience, in our effort to help build strong kids, strong families, and strong communities.

Major Responsibilities and Abilities:

- Assist with planning and develop activities for child and youth program, ensuring they are within the safety guidelines and are age appropriate
- Excellent communication skills and the ability to recognize and act to resolve problems with children and adults
- Enjoy working with children while providing exceptional, quality care
- Enthusiastic, positive personality, resourceful, creative and organized.
- Ensuring that the staff/volunteer to child ratio is being maintained at all times
- Ensure there is adequate equipment and supplies for all activities
- Ability to be decisive and deal with constantly changing work patterns and priorities.
- Flexible, to work non-routine shifts including morning, evenings and weekends.
- Perform other related work as assigned by supervisor



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We build strong kids, strong families, strong communities

Qualifications:

- Standard First Aid and CPR C
- Experience with leading children/youth, child care staff and/or volunteers
- Previous day camp or residential camp counseling experience
- Be self motivated and energized in program delivery
- Able to work flexible hours including morning, evening and weekend shifts
- Proficient in Microsoft Word, Excel, PowerPoint and Publisher
- A satisfactory Criminal Record Check
- AED is an asset
- National Lifeguard Standard is an asset
- BC Safety Council or Canadian Safety Council Babysitting course is an asset
- Diploma or Certificate in child/youth related discipline is an asset

Competencies:

Commitment to Mission, Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision and values of YMCA-YWCA of the Central Okanagan.

Service Attitude: Identifies needs and wants of members/participants as priority and responds in an effective and timely manner to enhance every person's Y experience.

Relationship Building: Builds positive interactions both internally and externally to achieve work related goals.

Welcoming: Treats everybody in a friendly and respectful manner. Creates a pleasant, user-friendly atmosphere. Goes out of your way to make people feel at ease and makes an effort to learn the names of staff, volunteers, and patrons.

Quality Focus – Ensures that services criteria for self, staff and programs are set, reviewed and surpassed regularly to provide excellent service delivery.

Application Process:

Please apply in writing, with cover letter and resume, to:

Cheris Samuels - Murdoch – Wellness / Fitness Director, H2O Adventure + Fitness Centre
4075 Gordon Drive, Kelowna BC, V1W 5J2

E-mail: csamuels-murdoch@ymca-ywca.com

Fax: 250.764.4040.427

Application Deadline: **February 9th 2012**

*We thank you for your interest,
however only candidates selected for an interview will be contacted.*