

## **Call for Interest**

Program Assistant II - RISE Leader

## **Company**

Ray-Cam Co-operative Centre

## **Affiliation**

CUPE Local 15 Bargaining Unit (VMECW)

## **Close Date**

November 23, 2016

The PA II position is responsible for assisting with the development, implementation, administration and coordination of programs in collaboration with the Community Youth Worker. The scope of work could include, but is not limited to, outreach, engagement, facilitation, research, asset-mapping, program planning and implementation, collecting demographic information, facilitating leadership groups or coordinating volunteers

This position performs routine recreational work including supervision of recreational programs and opening and lockup of the facility. The successful candidate must be able to work independently and as a team member. This position monitors the safety and behaviour of the participants in facility programs or activities; assists in carrying out special events; and performs a variety of routine clerical and reception duties.

10-15 hours per week; shifts vary and include evening and weekend work.

## **Salary Information**

Pay Grade 12: \$20.98 to \$24.59 per hour (2015 rates)

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

For more information on the City's commitment to diversity and inclusion, please visit the following link:

<http://vancouver.ca/your-government/diversity-in-hiring.aspx>

## **Requirements**

Education and Experience:

- Completion of Grade 12 and some related experience, or an equivalent combination of training and experience
- Knowledge of Aboriginal cultures and understanding of the barriers to participation in mainstream recreation settings is preferred
- A First Aid – Level 1 required (at minimum Emergency First Aid with CPR C and AED is preferred)
- Experience working with youth preferred
- A Class 4 driver's license is an asset

Knowledge, Skills and Abilities:

- The ability to assist in the planning and carrying out of special events or programs
- Working knowledge of the practices, procedures and equipment used in indigenous arts and cultural programs and activities
- The ability to work with a site team to build and maintain partnerships and effective relationships with community agencies
- The ability to do outreach and engagement to excluded population in the catchment area
- The ability to participate in and possibly facilitate inclusion dialogues with centre staff, board and residents
- The ability to support site staff in the identification of barriers to participation for excluded populations
- The ability to connect and build relationships with new people
- Working knowledge of the behaviour, needs, and interests typical of participants of all ages
- Working knowledge of the practices, procedures and equipment used in recreational programs and activities
- Working knowledge of the safety practices, policies, regulations and rules applicable to the work performed
- Some knowledge of the fundamentals of program leadership
- Some knowledge of office practices and procedures
- The ability to effectively monitor activities and behaviour of participants
- The ability to lead groups and provide basic skills instruction in various activities
- The ability to collect fees, issue receipts, and balance cash
- The ability to provide first aid as required

- The ability to develop and maintain effective working relationships with other facility staff
- Ability to work independently and in a self-directed manner

A Police Record Check is a requirement of this position. A clearance requires the absence of any criminal charges or convictions related to this position.

***Employment Type***

Auxiliary/Casual

Successful Candidates will participate in a variety of training sessions. Work will be performed at the following community centres: Ray-Cam Co-operative; Strathcona; Hastings; Britannia and Mount Pleasant

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***Submit Resume and Cover letter to:***

Ray Cam Cooperative Centre [raycamcc@vancouver.ca](mailto:raycamcc@vancouver.ca)