



Victoria Immigrant & Refugee Centre Society

1004 North Park Street, Victoria BC V8T 1C6

Tel. (205) 361-9433 Fax (250) 361-1914

JOB DESCRIPTION: YOUTH PROGRAM ASSISTANT

Posting date: Friday May 4th, 2018

Closing date: Friday May 25th, 2018

Job title: Youth Program Assistant
Reports to: Youth Program Coordinator
Hours of work: 30 hours/week
Hourly Wage: \$12.65
Start Date: June 11th, 2018
End Date: August 31st, 2018

Job Description

The Youth Program Assistant will support the Youth Program Coordinator in planning, organizing, and facilitating the programs and projects for the Enable Program for Children and Youth. The Youth Program Assistant will primarily be involved with the annual Youth Strides Summer Camp. This is a week-long overnight camp for immigrant and refugee youth ages of 13 to 19 years old taking place from Sunday, July 15th to Friday, July 20th at Camp Barnard in Sooke, BC.

Tasks and Responsibilities

- Assisting VIRCS Enable staff with daily tasks
- Assisting with the planning and preparation for Youth Strides Summer Camp
- Assisting with fundraising efforts for camp
- Being a Camp Leader
 - Planning, facilitating, and participating in group activities
 - Exemplifying model behavior for youth participants
 - Supervising camp participants, providing emotional support and direction
 - Assisting with workshops and trainings for other camp leaders and youth participants
 - Maintaining a safe environment, upholding camp rules and guidelines
 - Some food preparation, cooking, cleaning tasks
- Assist with the planning and facilitation of a summer camp reunion event
- Assist with planning for next year's Youth Night and Homework Club programs

Qualifications

This position is a 12-week contract that is funded by Employment and Social Development Canada. This opportunity is for individuals who are between the ages of 15 to 30 years old and are returning full time students. Candidates must be either a Canadian Citizen, Permanent Resident, or granted status under the *Immigration and Refugee Protection Act*.

- Returning full time student- was enrolled full time in spring 2017, and will be a full time student in the fall 2018. Can be in a secondary, post-secondary, vocational, or technical program.

- Education experience within a youth development or the human services field, or at least 1 year relevant work experience.
- Excellent communication skills, both written and verbal.
- Strong cross-cultural communication skills.
- Understanding of, respect for, and sensitivity to issues of culture, religion, gender, ethnicity, and sexual orientation.
- Ability to work effectively, both independently and in a team, and with other professionals in the community.
- Current Criminal Record check including a Vulnerable Sector check is required.
- Current First-Aid and CPR certification required prior to camp (July 15th, 2018).
- Ability to speak multiple languages is a preferred asset.

Apply with cover letter and resume to Brooke Shaughnessy at brooke@vircs.bc.ca, by 5:00pm on Friday May 25th, 2018.

VIRCS is an inclusive employer and encourages applications from women ,men, persons with different abilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others members of our diverse community.