

**Competition SS3-041118**

- Position Title:** Assistant Youth Activities Worker
- Department:** Youth Services Division
- Job Status:** BCGEU Bargaining position, Casual
- Job Site:** 100-7900 Alderbridge Way Richmond BC
- Qualifications:** Student must have attended school full time last year and intends to return to full time studies in September 2018 as per Service Canada's Canada Summer Jobs program. Student must complete and pass a Criminal Record Check.
- General Skills:** Well developed oral and written communication skills  
Well developed interpersonal skills  
Excellent organization skills  
Well developed computer skills including Word & Excel(asset)  
Ability to work with children ages 4 to 10  
Ability to work as a team member or independently  
Detail and process-oriented  
Creative and enthusiastic  
Second language is an asset  
Full Class 5 driver's license is an asset (own automobile not required)
- Duties:** **The selected candidate will assist the agency in creating, organizing and leading summer children programs, activities and special events.**  
Research, plan and execute Youth Centre activities  
Supervise children with the ongoing activities in the Youth Centre  
Assist in the coordination and execution of special events  
Complete various office and administrative tasks as required
- Term:** 14 weeks from May 22 - August 24, 2018
- Hours:** 30-35 hours per week for 14 weeks
- Wage:** \$13 per hour (As per CBA Grid Level 2)  
6% Vacation Pay paid in lieu of time off  
Mandatory employment related costs are deducted  
Pay is distributed on the 15<sup>th</sup> and final day of each month
- Reports to:** Youth Centre Manager
- Expenses:** All pre-approved expenses are to be submitted on the agency Expense Form. Mileage is paid at a rate of \$.45 per km.

**Please send your resume via email to [summerstudents@ccssociety.ca](mailto:summerstudents@ccssociety.ca). Closing Date: May 04, 2018.  
Quote Competition SS3-041118 in your cover letter and in the subject line of your email.**