

EMPLOYMENT OPPORTUNITY

Youth Programmer

Term, Part-Time - Competition 22-013



The Town of Didsbury is currently accepting applications for a temporary, part-time youth programmer with our Mountain View Family Resource Network (MVFRN). Reporting to the MVFRN Program Supervisor, this position, through direct program delivery, delivers universal and targeted programs that focus on promoting healthy social interactions and well-being for youth in Mountain View County. This term runs until March 31, 2023. This challenging opportunity is best suited for those who have high-energy, are creative and can develop and implement high quality programming. This position also requires the flexibility to work evenings and weekends.

PRIMARY DUTIES WILL INCLUDE:

- Offers a comprehensive range of high-quality, formal and informal programs that promote healthy social, emotional and mental development of youth while meeting the diverse needs of the communities. Programs are sensitive to culture, gender, sexual orientation.
- Provides up-to-date community resource information on services and supports available based on youth needs and requests.
- Responsible for the overall coordination and delivery of programs and events: Planning, set-up/take down, purchasing materials/supplies and registration.
- Maintains a current inventory of equipment/resources.
- Participates in community events as required.
- Keep current program statistics, online data entry and required reporting.
- Responsible for maintaining and storing member information according to Town of Didsbury and FOIP requirements.
- Ensures that all marketing or promotion requests follow MVFRN set guidelines.
- Ensures Town of Didsbury Occupational Health and Safety Program is adhered to in all program and position duties.
- Attend scheduled staff meeting and other meetings as required.

QUALIFICATIONS:

Required

- Working towards or has completed post-secondary education, preferably in human services or Youth Development
- Advanced experience in using social media platforms
- Availability to work evenings and weekends
- Current first aid and CPR certificate
- Working towards or has completed the Core Brain Story Certification

Desired

- Working with youth and community agencies
- Experience in group facilitation

HOURS OF WORK: Approximately 24 hours per week.

CLOSING DATE: Until a suitable candidate is found.

Please note: a criminal record check, vulnerable sector check and child intervention check required

If you are looking for a challenging and rewarding opportunity, you are invited to submit a cover letter and resume quoting Competition 22-013 to:

Stefanie Halfyard

Manager of Human Resources, Town of Didsbury Box 790 Didsbury, AB T0M 0W0

Email: shalfyard@didsbury.ca | Fax: 403.335.9794 | Tel: 403.335.7366

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

For information about the Mountain View Family Resource Network, please visit us at www.mvfrn.ca