



POSITION VACANCY

Call Number:	2023-38
Position:	Child and Youth Program Facilitator
Type of Vacancy:	Part Time
Work Schedule:	10-20 hours p/week Hours vary and will include evenings and weekends
Hourly Rate:	\$19.00 per hour \$24.48 per hour when instructing and leading youth programs
Posting Date:	March 6, 2023
Closing Date:	March 31, 2023 at 4:00 pm

The City of Niagara Falls Recreation, Culture and Facilities Department is looking for a positive and energetic individual who will implement child and youth programs.

Responsibilities:

- Facilitate and monitor birthday party programs as set out by rental agreements and enforce compliance to the rental area rules
- Inspect rental spaces and complete checklists to approve/not approve refund of cleaning deposits
- Monitor and assist with third party child and youth programming
- Assist with developing and implementation of City of Niagara Falls child and youth programs including programs for PD days, stat holidays and special events
- Direct delivery of child and youth programs and supervision of participants
- Ensure safety of participants in accordance with emergency procedures and enforcing Rzone policy with zero tolerance for abusive behavior
- Prepare and maintain documentation including attendance, incident reports and other administrative duties as required
- Provide appropriate first aid when required
- Assist public with general program information
- Maintain positive relations with staff and public at all times acting as an ambassador of the City.

Requirements:

- At least one year post-secondary education in recreation, child studies, or related program
- Customer Service Orientation
- Standard First Aid and CPR Level C
- Police Clearance Vulnerable Sector Check
- Experience leading a variety of recreation programs for children and youth
- High Five training preferred
- Strong communication and interpersonal skills
- Able to enforce rules and safety within the facility
- Minimum 18 years of age

To Apply:

Submit your cover letter and resume at www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until 4:00 p.m. on **Friday, March 31, 2023.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted by email.

