



Part Time Youth Program Leader – P/T

1 x 22.5 hour position, 1 x 20 hour positions

Contract between September 2026 – June 2027 with possibility of extension

Are you a friendly, outgoing individual who is passionate about building positive relationships and creating welcoming spaces for youth? Then we want to hear from you. Program Leaders support youth in both Drop-in and evening programs by leading activities, building relationships and being positive role models for youth aged 10 – 17! We're seeking flexible, outgoing and enthusiastic individuals to join our youth team. Learn more below!

Our Mission

To provide a safe supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Position Summary

Reporting to the Manager of Youth Programs, Program Leaders provide support in delivering recreational skill-building programs for tweens and teens. The Program Leader will also be responsible for planning and implementation of evening programs and after-school Drop-In, and procurement of needed supplies.

Key Responsibilities

- Planning and implementation of evening programs and afterschool drop-in programs for youth aged 10 - 17.
- Create and maintain relationships with families, schools and other community partners to recruit and retain youth participants.
- Create and host new programs.
- Supervise programming, actively engaging with participants and ensuring participant safety.
- Supporting youth during programming, guiding them through activities and supporting their engagement.
- Cleaning and facility maintenance duties.
- Other duties as required.

The successful candidate(s) for this position will possess the following qualifications:

- Experience facilitating and implementing education and transitional programs for youth.
- Ability to create and sustain strong community, school and other meaningful partnerships that support youth engagement and the development of life skills
- Strong facilitation and training skills for youth learners; strong leadership skills and outgoing personality to lead groups of 10 – 15 youth.
- Experience creating and implementing programming for youth.
- Excellent written and verbal communication skills.
- Demonstrated ability to meet deadlines and handle multiple tasks at once.
- Strong working knowledge of MS Office software – Outlook, Word, Excel, etc.



- Independent, self-motivated and comfortable working with youth.
- Attentiveness to detail and thoroughness of work that is completed by youth participants.
- Current First Aid & C.P.R. certification required.
- University Degree / Diploma in Education, Social Services or a related discipline or equivalent
- Experience related to youth serving organizations is an asset
- Child Intervention Check and Police Check/ Vulnerable sectors check, recent within 6 months, required.
- Class 5 Driver's License with at least 5 years of driving experience and a reliable vehicle considered an asset
- Be over the age of 18

Hours of Work

This is a part-time position covering critical after school and evening hours. This is a contract position, running from Sept. 2026 – June 2027 with possibility of extension.

Wage

\$18.00/hour

Sample Schedule:

20 Hours

- 1) Tuesday (3:00 – 8:00). Wednesday (3:00 – 8:00). Thursday (3:00 – 8:00). Friday: (12:00 – 5:00)

22.5 Hours

- 2) Monday: (1:00 – 6:00) Tuesday (4:00 – 8:00). Wednesday (4:00 – 8:00). Thursday: (4:00 – 8:00). Friday: (11:30 – 5:00)

To Apply:

Email your resume and cover letter to Sammy Morros, Manager of Youth Programs, at smorros@bgcairdrie.com.