

# EDMONTON MILITARY FAMILY RESOURCE CENTRE JOB DESCRIPTION



**POSITION:**  
Youth Program Staff

**CATEGORY:**  
Casual as required

**REPORTS TO:**  
Family Navigator – Child & Youth

**SALARY RANGE:**  
\$17 - \$18 per hour

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## **SUMMARY:**

The Youth Program Staff works directly with youth ages 6 to 17 in group and one-on-one situations to support positive physical, emotional, intellectual, and social development. This position achieves this by delivering relevant and dynamic programs and services.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan and deliver activities that stimulate interest and address the individual social, physical, intellectual, creative, and emotional development of youth program participants.
- Attend to the primary needs of the youth, and provide direction, guidance, mentorship, and overall development support to youth.
- Facilitate proactive behaviour management and conflict resolution.
- Work with youth to ensure programming meets their specific needs and interests by providing them with opportunities for program input, life skill development and personal growth.
- Work cooperatively with other youth program staff to implement programming.
- Maintain communication records, program attendance and required documentation to support programming.
- Receive and record program attendance and program fees.
- Contribute to the operation of the canteen, ensuring adherence to MFRC monitoring and documentation requirements.
- Track and report statistical data as required.
- Monitor and report program supply requirements, including canteen inventory.
- Perform general office duties as required to ensure effective operation of the Youth Programs.
- Maintain a clean, safe, and orderly environment.
- Abide by all policies and regulations.
- Complete other duties as assigned.

## **COMPETENCIES AND BEHAVIOURS:**

To successfully meet the requirements of the position, the following competencies and behaviors must be demonstrated:

- believe in and practice the mission, vision, and goals of the MFRC.
- represent the MFRC in a professional manner.
- able to work as a positive member of the team, facilitating a team environment through personal behaviour, work contributions and the sharing of experience and knowledge.
- able to meet deadlines in a timely and efficient manner.
- effective interpersonal skills under all types of conditions, exhibiting a supportive, positive approach.
- maintain a high degree of personal initiative with good planning and organizational skills.
- maintain timely and accurate files and case notes.
- able to adjust to ever changing needs and handle multiple tasks efficiently.
- able to be sensitive and tactful in dealing with people under stressful conditions.
- possess excellent customer service skills.
- able to work independently and as a member of an interdisciplinary team.

## **DESIRED KNOWLEDGE, EXPERIENCE AND EDUCATION:**

- Degree or diploma in Human Services, or Child and Youth Studies, or similar field or a demonstrated combination of education and training with several years of experience in providing human/family services frontline support.
- Excellent computer skills, and proficient in Microsoft Office.
- Knowledge of the unique challenges of the military lifestyle is an asset.
- Valid certificate in Standard First Aid and CPR.
- Successful completion of a clear Vulnerable Sector Criminal Records Check and a clear Child Welfare Intervention Check