

GENERAL INFORMATION	
<b>Job Title:</b>	<b>Program Animator - Teen</b>
<b>Department:</b>	Programming
<b>Date of Job Description:</b>	November 2018
<b>Immediate Supervisor:</b>	Program Manager

JOB DESCRIPTION SUMMARY
Under the supervision of the Program Manager, the Program Animator works as part of the programming team to engage the teen community in various programs and activities offered at the Kahnawà:ke Youth Center. The Program Animator acts as a positive role model, responsible for the day-to-day implementation of recreational, fitness and cultural activities, aimed at enhancing recreational and leisure activities available to community youth and promoting a healthy and active lifestyle.

CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	Duties
<b>To animate programs related to recreation, culture, education, fitness and sports, in conjunction with the Programs Managers.</b>	<ul style="list-style-type: none"> <li>• Participates in all aspects of KYC programming, such as after school program, summer day camp and camping trips, day trips, community and special events.</li> <li>• Animates activities and determines resources and supplies required and promotes activities.</li> <li>• Plans, develops, and implements recreational activities for teen age youth within the community.</li> <li>• Gauges interest of KYC members in activities and presents ideas for adapting programming to meet the interests.</li> <li>• Supervises youth, teens, and adults participating in programming activities. Provides guidance and demonstrates appropriate interaction, teamwork and play methods.</li> <li>• Handles emergency situations that arise according to established protocols.</li> <li>• Maintains an organized work area, and ensures all programming areas/rooms are put in order at the end of each day, after gym rentals and during holiday periods.</li> <li>• Ensures safety precautions are adhered to and enforced related to programming activities and maintaining first aid kits</li> <li>• Participates in planning of regular and special programming activities and submits ideas for special projects or activities.</li> <li>• Advocates an equal opportunity environment and implements practices supportive of diversity and ability. Adapts programming to varying levels depending on participants.</li> <li>• Animates groups and individuals in recreational programs, outdoor recreation, arts &amp; crafts and traditional/cultural activities.</li> <li>• Encourages the use of Kanien'keha amongst participants and incorporates language into the programming.</li> <li>• Demonstrates ideals of a positive role model.</li> </ul>

	<ul style="list-style-type: none"> <li>• Encourages a positive attitude and healthy lifestyle to members.</li> <li>• Assists in increasing the level of socialization amongst all participants.</li> <li>• Provides a safe environment for all to participate in organized group activities and programming.</li> <li>• Administers first aid treatment for minor injuries and accidents.</li> <li>• Intervenes and implements tactics to provide a safe, harmonious environment for members, prohibiting negative behaviours such as bullying, etc.</li> <li>• Takes on a leadership role in the planning and implementations of the annual Summer Fun Day Camp – Counsellor in Training(CIT) program, including the supervision of CIT students hired within the camp</li> </ul>
<p><b>To perform programming administration tasks.</b></p>	<ul style="list-style-type: none"> <li>• Updates and maintains files in relation to programming activities.</li> <li>• Completes documentation and reports such as Incident and Accident reports for events that occur. Ensures filing and follow up.</li> <li>• Accepts and processes payments for various KYC activities and programming using the online Amilia system.</li> <li>• Tracks membership, special activity and canteen fees owing, follows up with parents where necessary.</li> <li>• Ensures up to date knowledge of activities, programming and special events and responds to requests for information from members and public.</li> <li>• Promotes and creates awareness to maximize participation in activities.</li> <li>• Ensures all programming supplies and equipment are maintained and operational. Reports any issues, replenishment needs or repairs to immediate supervisor for follow up.</li> <li>• Communicates with parents and/or guardians on any issues experienced with members. Reports any incidents to immediate supervisor.</li> <li>• Networks with other community organizations on programming, planning and implementation of community events and initiatives. Participates as a KYC representative in community events as needed.</li> <li>• Offers feedback on KYC programs and activities with Programming Team.</li> <li>• Participates in staff orientations, weekly meetings and related training sessions.</li> </ul>
<p align="center"><b>Performs any other job-related duties as required by the Immediate Supervisor.</b></p>	

<p align="center"><b>ACCOUNTABILITY</b></p>
<ul style="list-style-type: none"> <li>• To act in emergency situations and make immediate decisions according to established safety protocols.</li> <li>• To provide a safe environment for KYC members to participate in programming activities.</li> <li>• To ensure the successful implementation of KYC programming.</li> <li>• To provide supervision and guidance to KYC members while they participate in programming activities.</li> <li>• To determine the most effective ways to organize KYC activities to maximize KYC member participation.</li> <li>• To decide on the best methods to promote KYC programming and activities to the community.</li> <li>• To gauge interests of the KYC members and develop ideas to adapt programming to meet those interests in conjunction with the Programming Team and Programs Managers</li> <li>• To project the lifestyle of positive role model.</li> <li>• To maintain confidentiality and adhere to KYC policies and procedures.</li> </ul>

**WORKING CONDITIONS**

- 32.5 hours a week, Monday to Friday, 1:30 p.m. to 9:00 p.m. with some day and weekend work hours as well as extended hours required for regular monthly activities and special scheduled events throughout the year.
- Some activities require basic physical fitness levels and the ability to participate in sporting and recreational activities
- Exposure to outdoor weather conditions and the elements during field trips, camping trips, Winter Carnival and Mohawk Miles, as well as other scheduled KYC activities.
- Moderate stress levels associated with working and interacting with children and teens in a supervisory capacity.

**QUALIFICATIONS**

<b>Education and Experience Requirements</b>	<ul style="list-style-type: none"> <li>• <b>D.E.C. in Social Sciences, Community Recreation, or Early Childhood Education</b>, plus one (1) year experience working with children</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• <b>High School Diploma</b>, plus two (2) years experience working with children</li> <li>• Current Certification in First Aid and CPR</li> <li>• Valid driver’s license is an asset</li> <li>• Previous volunteer experience is preferable</li> </ul>
<b>Knowledge, Skill and Ability Requirements</b>	<ul style="list-style-type: none"> <li>• Excellent communication and leadership skills</li> <li>• Knowledge of coaching methods geared toward children and/or youth</li> <li>• Experience in program development and planning</li> <li>• Problem solving skills</li> <li>• Knowledge of computer programs (MS Office)</li> <li>• Ability to work with children at different levels of development</li> <li>• Knowledge of the community of Kahnawà:ke awareness of youth, cultural and socio-economic issues facing the community</li> <li>• Sensitivity and openness to cultural traditions, diversity and willingness to adapt services to reflect cultural traditions and norms</li> <li>• Lifestyle of a positive role model</li> <li>• Strong interpersonal skills including tact, maturity and sensitivity to individuals and conditions in different cultural and organizational contexts</li> <li>• Knowledge of Kanien’keha and French languages are an asset</li> </ul>

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**Incumbent**

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**Date**

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**Immediate Supervisor**

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**Date**

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**Director of Operations**

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**Date**