



Competition SS1-022410

- Position Title:** Assistant Youth Activities Worker (Subject to Funding)
- Department:** Youth Services Division
- Job Status:** BCGEU Bargaining position, Casual
- Job Site:** 100-7900 Alderbridge Way Richmond BC
- Qualifications:** Student must have attended school full time last year and intend to return to full time studies in September 2010 as per Service Canada's Canada Summer Jobs program. Student must complete and pass a Criminal Record Check.
- General Skills:** Well developed oral and written communication skills
Well developed interpersonal skills
Excellent organization skills
Well developed computer skills including Design software (Adobe preferred), Word & Excel and web management software (asset)
Ability to work with youth ages 10 to 18
Ability to work as a team member or independently
Detail and process-oriented
Creative and enthusiastic
Knowledge of RYSA and other local organizations is an asset
Second language is an asset
Full Class 5 driver's license is an asset (own automobile not required)
- Duties:** **The selected candidate will assist the agency in creating, organizing and leading summer and volunteer programs, activities and special events.**
Research, plan and execute Youth Centre activities
Supervise ongoing activities in the Youth Centre
Assist in the coordination and execution of special events
Assist in the promotion of RYSA, the Youth Centre and its programs
Complete various office and administrative tasks as required
- Term:** Approx. 16 weeks between May 17, 2010 & September 3, 2010
Exact schedule TBD
- Hours:** Will be required to work some evenings and weekends
Thirty-five hours per week for 16 weeks
- Wage:** \$12.12 per hour (As per CBA Grid Level 2)
6% Vacation Pay paid in lieu of time off
Mandatory employment related costs are deducted
Pay is distributed on the 15th and final day of each month
- Reports to:** Youth Centre Manager
- Expenses:** All pre-approved expenses are to be submitted on the agency Expense Form. Mileage is paid at a rate of \$.41 per km.

Please send your resume via email to employment@rysa.bc.ca or fax to 604-271-7626. Closing Date: April 26, 2010. Quote Competition SS1-022410 in your correspondence and the subject line of your email.