



DRUMHELLER

COMMUNITY SERVICES



Youth Programming Coordinator

The Town of Drumheller is seeking an individual to fill the Temporary Youth Programming Coordinator position. This position is temporary to Dec 31, 2019, pending funding.

Position Summary: The Youth Programming Coordinator is responsible for the planning, coordination, promotion, delivery and evaluation of preventative youth programs, activities and workshops. In addition, the Coordinator will supervise youth participants and volunteers who facilitate youth programs, and will be responsible for other duties as assigned. The position is required to work afternoons, evenings and some holidays.

Employment Category: Program Coordinator 1

Hours per Week: May work up to 37.50 hours per week. Hours are dependant on funding.

Pay Scale: \$19.54 - \$22.85

Education and Experience:

- Grade 12 with a certificate in a human service discipline and/or equivalent combination of education and experience in the development of youth programming.
- Diploma or Degree in a human service discipline desirable.
- Minimum two (2) years relevant experience working with children/youth in a school or community setting.
- High degree of competency in developing social media content
- Experience facilitating groups and public speaking an asset.
- Bondable
- Safe Food Handling Course an asset
- Valid First Aid and CPR Certificates.
- Valid Class 5 Driver's License
- Must submit to a satisfactory Criminal Record Check and Child Vulnerability Check.

Deadline for Applications: Friday May 10, 2019 or until a suitable candidate is found.

Resumes may be submitted to:

HR Department
224 – Centre Street
Drumheller, Alberta T0J 0Y4
Email: hr@dinosaurvalley.com
Direct: (403) 823-1305
Fax: (403) 823-7739

The Town of Drumheller is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada are welcome to apply. We thank all applicants for their interest in this position; however only those candidates selected for an interview will be contacted.

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www.dinosaurvalley.com

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