



JOB POSTING

YOUTH DEVELOPMENT PROGRAM STAFF

Part-Time Student Position - Trent Athletics & Recreation Department

Supervisor: Youth Development Guest Experience Agent
Hours of Work: 10-20 hours per week, includes evenings and weekends
Term: Summer (May 1/22 – Sept. 5/22) and Fall (Sept. 6/22 – Dec. 31/22)
Rate of Pay: \$15.00/hour

Trent Work Study Eligibility: Students receiving OSAP and who meet eligibility under the Trent Work Study Program (TWSP), will be given priority consideration for this position, for all fall/winter position. TWSP eligibility is not applicable for May-August. However all students are encouraged to apply. **For TWSP eligibility requirements, please visit the Financial Aid website at <http://trentu.ca/financialaid/work.php>. Please indicate on your Cover Letter whether you are TWSP approved.**

ABOUT TRENT ATHLETICS & RECREATION:

Dedicated to excellence, Trent Athletics & Recreation is committed to providing opportunities for Trent students and the community at large to become involved in a wide range of recreational, sport and leadership activities, at all levels, with the objective of encouraging and developing a healthy lifestyle.

ABOUT THE POSITION:

The Athletics Centre is currently accepting applications for Youth Development Program Staff. These staff are responsible for planning and coaching our Jr. NBA basketball program for youth ages 7-12. In addition to coaching responsibilities, Youth Development Program staff also assist with room set-up and take-down and participant attendance for a variety of youth sports courses taking place at the Athletics Centre.

Primary responsibilities:

- Plan and deliver the Jr. NBA basketball program
- Manage curriculum and create weekly lesson plans
- Supervise youth in all areas of the Athletics Centre. Includes encouraging youth participants and their families to adhere to policies regarding COVID-19, conduct, attire, equipment usage, etc.
- Address parents' questions and concerns and communicate in a timely manner with the Youth Development Guest Experience Agent
- Maintain records such as waivers and attendance sheets
- Perform facility checks to ensure the cleanliness of all program equipment and areas
- Inspect, monitor, and report any equipment damage or necessary repairs
- Provide leadership and assistance in crisis situations including, but not limited to, fire alarms, injuries and accidents



- Share feedback and innovative ideas to help improve team performance and program offerings
- Clean and sanitize all equipment and high-touch areas
- Comply with all Athletics Centre policies and processes (including dress code) and participate in all mandatory training
- Other duties as assigned by the Youth Development Guest Experience Agent (may include regular administrative tasks)

Minimum Qualifications

- Must be a Trent student
- Outgoing and personable with the ability to communicate effectively with colleagues and a variety of customer groups
- Experience in planning and delivering youth programming
- Experience in developing and implementing practice and program plans
- Demonstrated understanding of the Long-Term Athlete Development Model
- Strong administrative and leadership skills
- Excellent customer service knowledge and experience

Training and Certifications Required

- Police Record Check with Vulnerable Sector Screening
- First Aid/CPR and AED
- Ministry of Labour Health and Safety Training
- Workplace Violence and Harassment Training
- WHMIS Training
- AODA Customer Service Training
- AODA – Integrated Accessibility Standards Regulation Training
- Information Security and Privacy Training
- Concussion Awareness Training
- Trent University COVID Training

To Apply:

All applications must include a cover letter and resume and can be submitted to youthdevelopment@trentu.ca (Microsoft Word or Adobe PDF). Please note your full name and the position title in the subject line of your email (i.e. First and Last Name – Position Title).

Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication please contact youthdevelopment@trentu.ca.

While Trent Athletics & Recreation Department appreciates all applications, only those applicants considered for an interview will be contacted.