



Do you love camps and making a difference?

YouthLink Calgary is looking for a Youth Programming Specialist to join our team in March 2023!

Youth Programming Specialist

Calgary, Alberta - Full Time – Contract to September 30th, 2023 with a possibility of renewal

35-hr work week, Monday to Friday

Benefits offered after successful 90 probationary period

\$47,000 - \$52,000 annually depending on experience

About YouthLink

We are a not-for-profit organization, and a partner of the Calgary Police Service (CPS), where we aim to educate our program participants and visitors about crime prevention, forensic science, and the Calgary Police Service history within Calgary. YouthLink is unique in offering one-day school field trips, full-day camps, week-long police school, and an after-school newcomers' program. YouthLink staff strive to build meaningful relationships between youth and police. As a cutting-edge police museum, we're committed to hiring positive, energetic individuals who share our passion for crime prevention and helping kids in our community stay safe for life.

The Role of a YouthLink Youth Programming Specialist

Reporting to the Visitor Experience Manager, the Youth Programming Specialist is responsible for the planning and delivery of all paid youth and camp experiences at YouthLink including summer camps, PD camps, break camps, and evening/weekend paid youth programs. The Youth Programming Specialist may be asked to assist with special event planning and delivery and with occasional assistance at the front desk and the gift shop of the museum.

YouthLink's camps are a vital part of our revenue generation strategy and are usually fully sold-out with waiting lists. YouthLink works to ensure that camp experiences are engaging, fun, but also meaningful. Customer service is vitally important to this role as is a genuine interest in creating police-themed camps that are a great experience for participants. The Specialist must also be able to supervise, train, and mentor camp staff.

Flexibility, excellent interpersonal skills, strong problem-solving abilities, high energy, and passion are vital to this role. YouthLink employees serve as important, positive, and strong ambassadors for YouthLink Calgary and the Calgary Police Service and should strive to endorse both organizations' missions and mandates.

Education & Experience:

- A University or College degree (education, outdoor education, kinesiology, early childhood education, museum studies/interpretation, museum education, social work, or similar).

- A minimum of five years of experience with camp planning and delivery.
- Minimum of two years of experience delivering educational programming to youth in a school or a non-traditional setting.
- Experience with crime prevention programs for youths or with content involving mental health, health and life skills curriculum is an asset.
- Excellent time management skills.
- Interpersonal skills: effective communication (verbal and written); non-judgmental listening skills; ability to deal with people from diverse backgrounds and identities, must be able to work as part of a team; must show initiative.
- Passionate about youth education and learning.
- Ability to train others.
- Ability to mentor and supervise others is essential.
- Ability to work independently but also as part of a team.

Additional Information:

- This is a full-time position working a 35-hour work week, from Monday to Friday. The person in this position may be asked to work weekends and evenings on occasion and may be asked to attend external presentations and events.
- A CPS enhanced security clearance and vulnerable sector check will be required for this position.

Why work for YouthLink?

With access to the CPS Westwinds building, YouthLink staff have access to the multiple gyms and exercise programs, an onsite restaurant, along with many other amenities - including free parking! YouthLink also offers an employee benefits package with excellent insurance and health coverage.

YouthLink has a fun, friendly, respectful staff culture.

Application Process:

Please submit your cover letter and resume directly to Monica Wolcott, Visitor Experience Manager, at mwolcott@calgarypolice.ca and put 'Youth Programming Specialist' in the subject line. Review of applications will begin on Tuesday February 28th 2023 and continue until the position is filled.

At YouthLink, we hold a firm commitment to promoting diversity, equity and inclusion, and value all individuals equally. We strive to create a sense of belonging for staff members in all areas and we believe in respecting, reflecting, and responding to the variety of communities and people we serve. Different backgrounds, talents, skills, experiences, and perspectives strengthen our organization and the communities in which we work and live. We are committed to fostering an inclusive environment that enables collaboration and creativity—empowering our

employees to be their best. We hire based on merit and skill and make all employment-related and hiring decisions regardless of race, colour, religion, sex, sexual orientation, gender identity, national or indigenous origin, disability, age, citizenship, marital status, or Veteran status.

We appreciate your interest in YouthLink. Please note that only resumes with a cover letter will be considered. Thank you to all who apply. Only candidates who meet the requirements of the role will be contacted.

Where can you find us?

CPS Westwinds Campus, 5111 – 47th St NE
Calgary, AB