

# EMPLOYMENT OFFER



The Lennoxville Youth Center is seeking a motivated and passionate individual to fill the vacant Activities Animator position. The position requires an individual who has a strong interest in working with youth (ages 12 to 17) and the greater community. Before submitting an application, we ask that prospective candidates review the specific requirements and demands of the position.

The Lennoxville Youth Center is an association of young people and adults who have given themselves the mission to provide a structured meeting place where adolescents between the ages of 12 and 17 can have meaningful contact with adults and work towards becoming citizens who are critical, active and responsible.

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<b>Position:</b>	<b>Activities Animator</b>	<b>Positions to Fill:</b>	<b>1</b>	<b>Start Date:</b>	<b>May 23<sup>rd</sup>, 2017</b>
	<b>Animation:</b>	67% (13.5 hours)		<b>Planning:</b>	33% (6.5 hours)

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### Position Responsibilities

- Animate and motivate youth members that come to the youth center.
- Facilitate the youth members in the planning, development and execution of activities in relation to the center's mission.
- Plan, develop and execute interventions/workshops in relation to the center's mission.
- Attend and actively participate in weekly staff meetings.
- Attend and actively participate in all trainings offered by the youth center.
- Ensure that all reports and paperwork are properly completed and submitted to the appropriate superior.
- Refer youth members to external resources within the community as necessary.
- Ensure that all youth center rules and regulations are followed and respected.

### Position Requirements

- Be at least 20 years old at the time you submit your application.
- Currently enrolled as a full-time student in a recognized post-secondary program with plans to return to full-time studies in the fall of 2017. (Mandatory)
- Hold a valid driver's license and have continual access to a vehicle. (Mandatory)
- Bilingual.
- Valid First Aid/CPR + AED certification a strong asset.

### Schedule & Remuneration

- Up to 20 hours per week. ( $\pm$  2 animation shifts & staff meeting until end of June)
- 30 hours per week during 9 weeks. (June 20<sup>th</sup> to August 18<sup>th</sup>) Up to 20 hours a week thereafter.
- \$11.25 per hour. Wage increase of \$0.50 after successful completion of 3-month probation.
- Yearly wage increases following annual evaluation.
- Two weeks of paid vacation during the December holiday shutdown for all employees who have successfully completed their 3-month probation.

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To apply, please send the following:

- Resumé
- Cover letter (Please address your letter to Mr. Kohl Kelso, Executive Director.)

**Applications without a cover letter will not be considered.**

Please send to [kkelso@lennoxvilleyouthcenter.org](mailto:kkelso@lennoxvilleyouthcenter.org) with the subject line:  
**Activities Animator Application**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR AN INTERVIEW.**

Deadline for applications: May 11<sup>th</sup>, 2017 at 11:59pm