

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Coordinator, Youth Programs - Skateboarding

Requisition ID: 140091
Department: Community Services
Classification: 1 Term
Affiliation: CUPE Local 129
Shift/Hours: Monday – Sunday, 20 hours per week
Salary Range: \$22.26 /hourly
Work Location: Chestnut Hill Developments Recreation Complex, 1867 Valley Farm Road, Pickering, ON L1V 6K7
Date Posted: March 12, 2025
Deadline to Apply: March 26, 2025

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Coordinator, Youth Programs – Skateboarding.

The successful incumbent is responsible for assisting in the coordination and implementation of City of Pickering Free Teen Programs, Pre-Teen Dances and Free Teen Events, to ensure youth participants are provided with enjoyable, safe and quality programs/events.

Primary Responsibilities

- Monitors the on-site activities of youth programs and pre-teen dances, ensuring compliance with all safety regulations and procedures, as well as program policies and procedures. Reports all infractions to appropriate Coordinator.
- Monitor programs and events to ensure participants vacate the premises at the conclusion of a program/event and ensures crowd control is maintained.
- Ensures the safety, well-being and inclusivity of each participant during youth program, pre-teen dances and special events.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Full-time attendance in secondary or post-secondary institution or any combination of education, workplace training and experience deemed to be acceptable by the Corporation.

Knowledge, Skills and Abilities

- Ability to take direction and work cooperatively in a team environment with staff, youth, parents/guardians and the public.
- Ability to work independently and complete tasks according to pre-arranged scheduled with minimum supervision.
- Working knowledge of windows based computer software applications.
- Well-developed interpersonal, leadership and communication skills.
- Well-developed interpersonal skill with the ability to motivate, provide direction, and support to Youth Leaders, Pre-Teen Dance staff, and youth programs participants.
- Demonstrated level of maturity required for the effective monitoring of program participants.
- Proven experience in program development and youth development.
- Proficiency in the preparation of presentation drawings.
- Demonstrated ability to design and produce maps and graphics under limited supervision.
- Ability to relate and communicate to youth at a grass roots level.
- Ability to identify the needs and interests of youth related to program and event opportunities and make recommendations to Coordinator staff.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.

- Must hold current Standard First Aid, and Basic Rescuer CPR-C and Auto External Defibrillator (AED) certificates.
- Demonstrated proficiency in the use of personal computers with an advanced knowledge of windows based software applications.
- Must be medically and physically fit to perform the duties of the position.
- Must know how to skateboard.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

