

Job Description

Working Title:	YOUTH BICYCLE PROGRAM MENTOR – GEAR PROGRAM
Position Type:	CASUAL
FTE (ie: 1.0, 0.5):	Click here to enter text.
Classification:	Choose an item.
Division:	YOUTH CENTRE
Department:	COMMUNITY AND SOCIAL DEVELOPMENT
Reports To:	COMMUNITY DEVELOPMENT OFFICER, YOUTH ENGAGEMENT
<input type="checkbox"/>	New Position
<input checked="" type="checkbox"/>	Update of current position
<input type="checkbox"/>	Significant changes (at least 50% of job has changed) – Job Evaluation required

SECTION 1: PURPOSE OF POSITION

The Youth Bicycle Program Mentor, in consultation with Community and Social Development staff, will work directly with youth and community to implement a skill-based work experience for youth ages 11-17. The Gear Program is a bicycle repair program. This program will guide and encourage youth to learn the workings of bicycles while developing vital life skills including problem solving, teamwork, leadership, communication skills, as well as respect and appreciation. Other duties will be assigned as necessary.

SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility
90%	<p>Special Project Coordination</p> <ul style="list-style-type: none"> • Support and implement the vision, goals, policies and procedures of the Stony Plain Youth Centre and the Town of Stony Plain. • Plan, organize and facilitate the Gear Program. • Ensure that the Gear Program is a safe and supportive environment that promotes social inclusion. • Establish clear objectives and deliver instructional activities that promote active learning. • Develop program plans, source appropriate educational materials and/or deliver developed curriculum. • Maintain effective professional relationships with youth, staff, volunteers and community partners. • Maintain and inventory all equipment, parts, and supplies necessary for the delivery of the program. • Promote the Gear Program and activities within the community including supporting social media messaging. • Provide feedback and evaluation of youth participants in terms of progress around the work experience, skills acquisition, and the developmental assets.
10%	<p>Other</p> <ul style="list-style-type: none"> • Ensure all programs are inclusive and barrier free. • Coordinate and assist with the implementation of municipal and department special Events where required. • Champion the Organization’s Core Values, Leadership Philosophy and Safety Program. • Represent the municipality on external committees and boards as required. • Assist in the preparation of department reports and project evaluations. • Other duties as assigned.

SECTION 3: SUPERVISION OF OTHERS

Position Title	Direct	General
Seasonal Summer Program Staff	<input type="checkbox"/>	<input type="checkbox"/>
Contracted service providers	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SECTION 4: QUALIFICATIONS

Level of education and experience required:
<ul style="list-style-type: none"> • High School Diploma • Education in Human Services, Education, Recreation Administration Program or related discipline • Experience in the delivery of community programs and events with a youth focus would be an asset • Experience in teaching, delivering training or instructing others to learn a new skill • For the Gear Program: Experience in bike repair and maintenance



- Combination of education and experience may be considered in lieu of education

Required designations, licenses, Certificates required:
Valid Class 5 Drivers License

- Required Knowledge, Skills and Abilities:**
- Ability to maintain existing and cultivate new relationships with community stakeholders.
 - Organized with an ability to work in a high paced environment.
 - General awareness of planning, administration, coordination and management of social services and governance of non-profit organizations.
 - Demonstrated ability to design and evaluate processes and protocols.
 - Demonstrated ability to support the development and/or implementation of community development initiatives.
 - Ability to communicate inclusively and respectfully with diverse community members including the ability to work diplomatically and persuasively with community groups, agencies, and organizations.
 - Ability to establish and maintain positive relationships with community organizations and youth.
 - Strong administration, time management, decision making, prioritization and organizational skills.
 - Conflict Management skills, including the ability to have difficult and constructive conversations.

- Software/Technology**
- Strong working knowledge of computers, current software applications (including word processing, spreadsheets, and data bases), as well as other office equipment.

PHYSICAL EFFORT	
<input checked="" type="checkbox"/>	Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour) Interruptions or distractions occur occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine
<input type="checkbox"/>	Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task. Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable, but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc). May require some specialized training and/or use of safety equipment.
<input type="checkbox"/>	Regular, frequent or sustained and considerable physical effort is required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment.



	Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently.
WORK ENVIRONMENT	
<input checked="" type="checkbox"/>	Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc
<input type="checkbox"/>	Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.
<input type="checkbox"/>	Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc), and/or use of safety equipment. May also require personal protective equipment.

Employee Name (if applicable): _____

Reviewed by Employee: _____

Reviewed by Manager: _____

Review Date: _____