



Program Assistant – Youth Position

Recreation PEI is provincial non-profit organization that promotes, coordinates and encourages all facets of recreation, physical activity and facility management on Prince Edward Island. We are currently seeking a program assistant for 16 weeks to support various projects and general office work. This is a great opportunity to gain experience in the recreation sector.

This position is supported by the Youth Experience Exchange, a federal government project managed by the Canadian Parks & Recreation Association. This program encourages hiring youth who experience barriers to employment. These include, but are not limited to, those who self-identify as:

- Residing in a rural or remote location
- Youth belonging to a visible minority group
- Indigenous youth
- Involuntary NEET (Not in Education, Employment, Training) for at least 6 months
- LGBTQ2+
- Living in a low-income household
- Living with family care responsibilities
- Living with a disability
- Living with low levels of literacy and numeracy
- Recent immigrant and/or refugee
- Affected by substance use
- Currently in, coming out of, or who have had involvement in the justice system
- Early leavers from high school
- Homeless or at risk of becoming homeless
- “In or ageing out of care”
- Individuals at risk of or experiencing mental health issues

Responsibilities:

- NOTE: Responsibilities will be changed to best suit the youth hired
- Support the Physical Literacy working group by collecting data and creating awareness campaigns using social media
- Support ongoing programs such as High Five, June is Parks & Recreation month, and Arena Operators training, including assisting with registration, preparing course materials, capturing photos and videos, and assisting with virtual events
- Assist with the administration and delivery of programs through go!PEI and our community partners, including leading some physical activities and children’s programs

- Provide general office and administrative support as needed, including inventory counts, helping to identify community resources, database updates

Experience:

- NOTE: The youth hired will gain experience in the following areas. This position will be fully mentored by current staff.
- Experience in non-profit sector and administration experience
- Familiarity with recreation sector to assist program facilitation
- Strong written and verbal communication skills
- Excellent time management and organization skills
- Proficiency in Microsoft Suite and web content management
- Program delivery considered an asset
- Ability to work unsupervised and in a team

Requirements:

- Light physical duties may be required
- Non-standard hours may be required
- Travel across the province may be required, so a valid license and access to a vehicle is preferred, however, job responsibilities will be adjusted if the best candidate does not have access

This is a full time 16 week position, 37.5 hours per week, \$13/hour

Our office is located in Charlottetown. Work hours are typically Monday-Friday, 8:30-4:30. However, we can offer both a flexible schedule and options to work in part from home when possible.

Applicants must be between 15-30 years of age and legally able to work in Canada.

Anticipated start date is May 10, 2021 but is subject to change.

Applications accepted via email (info@recreationpei.ca) until May 4, 5 pm.

Applications can include a resume but should include either a letter or video describing why the candidate is interested in working in the recreation and parks sector.

Thank you to all applicants but only those selected for an interview will be contacted.