

**Explore & Excel Summer  
Program Leader**

**REPORTS TO:** Programs Supervisor and/or Director of Community Development

**JOB SUMMARY:** The ideal candidate must have a passion for working with youth and a commitment to creating a safe and supportive environment where young people can thrive.

**ESSENTIAL REQUIREMENTS:**

(training opportunities will be provided for specific certifications)

- Minimum of 2 years working with children in any capacity
- CPR and First Aid preferred

**COMPETENCIES:**

- Strong interpersonal and communication skills, with the ability to engage effectively with youth from diverse backgrounds
- Ability to work collaboratively as part of a team, as well as independently with minimal supervision
- Demonstrated commitment to youth development, empowerment, and positive youth-adult relationships

**RESPONSIBILITIES:**

- Assist in the planning, implementation, and supervision of youth programs and activities, including recreational, educational and cultural events
- Engage with youth participants in a positive and supportive manner, serving as a mentor, role model, and advocate for their needs and interests
- Collaborate with program staff to develop and adapt activities and curriculum to meet the diverse needs and interests of youth participants
- Maintain a safe and inclusive environment for youth, enforcing program rules and safety protocols, and intervening as needed to address conflicts or behavior issues
- Build positive relationships with youth participants, parents/guardians, and community stakeholders
- Stay informed about trends, issues and best practices in youth development and program management, participating in professional development opportunities as needed.

The ideal candidate will have strong interpersonal and communication skills, can work independently and have a willingness to learn new skills. The candidate must have a valid driver's licence and a vulnerable sector criminal record check is required if the candidate is 18+.

Any interested candidates are welcome to forward their cover letter and resume to the attention of Megan Anthony by February 21<sup>st</sup>, 2025, by email to [directorcd.outlook@sasktel.net](mailto:directorcd.outlook@sasktel.net)

Or by mail to:  
Town of Outlook  
Box 518  
Outlook Sask, S0L2N0