



### **UBC Active Kids Program Assistant**

#### **Job Description**

This is a senior student position with Active Kids and UBC School of Kinesiology. The position is a combination of on-site Active Kids program admin as well as Active Kids program instruction. Some training hours may take place in August 2023 if the successful candidate is available. Both daytime and evening working hours may be required on a regular basis and schedule changes may occur throughout the term based on program and event offerings, as well as the availability of the successful candidates. Primary office hours will be located at the UBC Osborne Center. In-person instruction hours will take place at multiple locations both on and off campus. Supervision of less experienced student staff is part of the role. The scope of work includes three primary areas:

- 1- Assist the Outreach Programs Manager in the administration, coordination, and ongoing supervision of all Active Kids programs and services
- 2- Plan and instruct developmentally appropriate recreational gymnastics, multisport / physical literacy, and sport specific classes (soccer, basketball, other) to participants aged 18 months - 16 YRS
- 3- Support the Outreach Programs Manager in the volunteer program with interviews, onboarding, check-ins, and additional administration tasks as necessary

#### **Work Performed**

##### **Administration/Coordination**

Assists with the implementation of all areas of the Active Kids Program including:

- Works very closely with and provides direct support for the Outreach Programs Manager
- Instructor staff scheduling and training
- Administrative coordination of the VSB Physical Literacy Program
  - Act as the main point of contact for all program inquiries via email
- Administrative coordination of the Eaton Arrowsmith Program
- Mentor and provide leadership for less experienced coaching staff and volunteers
- Prepare and lead lesson plans and training sessions for instructors
- Provides support for newsletter, and general communications for all relevant programs
- Assists with the creation of program brochures, posters, and other marketing and promotional materials
- Performs other duties related to the qualifications and requirements of the job

##### **Program Instruction**

- Provide developmentally-appropriate physical literacy / multisport instruction to children, youth, and adults of all abilities in a safe, fun, and physically active environment
- Plan and lead lessons tailored to the developmental characteristics of the group, adjusting activities as necessary to provide optimal challenge for each participant
- Coordinate equipment and facility needs as relevant for successful program delivery
- Track weekly attendance, and keep well-kept records containing private client information
- Communicate regularly with parents and participants





- Set-up and inspect equipment as required
- Write and present a detailed program evaluation report at the end of the program

#### Volunteer Program

- Assist with the onboarding process and administrative duties for the volunteer intake
- Provides support and leads the training sessions for volunteers
- Mentor and provide leadership for volunteers
- Program check-ins with volunteers and communications with instructors
- Write and present a detailed program evaluation report at the end of the term

#### **Qualifications**

The ideal candidate is an undergraduate or graduate student with a passion for working with children and leading physical activity programs. Preference will be given to students pursuing a career in Kinesiology or Education and to candidates who have both instructional and administrative/coordination experience. Successful candidates must obtain a criminal record check and emergency first aid certification. \*NCCP Fundamental Movement Skills certification is a strong asset

The successful candidate will have:

- Passion for working with children and youth
- Interest in physical literacy, physical activity, and healthy lifestyles
- Enthusiastic, responsible, and reliable team player and self motivator
- Excellent leadership and interpersonal and communication skills with staff, colleagues, managers, and parents via email, phone, and in-person
- Demonstrated leadership, organizational, and time management skills
- Experience working with people from a variety of backgrounds/cultures, the ability to speak other languages is an asset
- Experience coaching / instructing children's based multiport, sport specific, and physical activity programs
- Experiencing developing lesson plans and leading children and youth based physical activities
- Experience coordinating weekly schedules and activities including booking both on and off campus facilities, creating schedules, and directly supervising staff.
- Experience supervising and leading staff, or displays potential for developing leadership qualities
- Basic proficiency in MS Office (Excel, Word, Outlook)
- First Aid certification or willing to immediately obtain
- Ability to pass a criminal record check with vulnerable sector
- Comfortable with a flexible schedule that may change based on program needs

**Rate of Pay:** \$20.40/hr (work learn)

**Appointment Term:** September 1, 2023 – April 30, 2024

Interested parties should submit a cover letter and resume to the Active Kids Director

[Dylan.brown@ubc.ca](mailto:Dylan.brown@ubc.ca)

## UBC Active Kids