



Position Title: Active Kids Program Assistant

Department: UBC Active Kids, KIN Outreach, UBC School of Kinesiology

Rate of Pay: \$22.44 /hr (work learn)

Appointment Term: September 1, 2024 – April 30, 2025 *exact hours/schedule TBD

Job Description

This is a senior student position with Active Kids and UBC School of Kinesiology. The position is based on up to 10 hours/week comprised of a combination of on-site Active Kids program admin as well as Active Kids program instruction. Some advanced training hours may take place in September 2024 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 Centre. 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 two primary areas:

- 1- Assist the Active Kids Program Manager in the administration, coordination, implementation, and ongoing supervision of all Active Kids programs, events, camps, 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

Organization Status

Works with and reports directly to the Active Kids Program Manager.

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 Program Manager
- Instructor staff scheduling and training
- General administrative coordination support for:
 - VSB Physical Literacy Program
 - Musqueam Multisport Program (multisport)
 - Wesbrook Community Center Programs (soccer basketball, multisport)
 - Dunbar Community Center Programs (multisport)
 - Acadia Park Programs (multisport)
 - Homeschool Program (multisport)
 - Gymnastics Programs and Camps
- Mentor and provide leadership for less experienced coaching staff and volunteers
- Prepare and lead lesson plans and training sessions for instructors
- 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

Consequence of Error/Judgement

This is a position of trust as it delivers programs to children and adults from the community at large registered in the School of Kinesiology Outreach programs. Errors could result in personal injury, financial loss as well as in damage to the reputation of the School of Kinesiology and the University of British Columbia.

Supervision Received

Works under direct supervision of the Outreach Programs Manager. Many duties are performed independently.

Supervision Given

Supervising, training and evaluating of program support staff / student workers and volunteers as required.

Preferred 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.

Skills and experience:

- 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
- *NCCP Fundamental Movement Skills certification is a strong asset

Contribution to the University Community

Kin Outreach's Mission is to offer student development and community engagement opportunities that deliver long-term health and well-being to the UBC and Greater Vancouver community through Physical Activity programs supported by the expertise of the School of Kinesiology.

Programs are designed to engage various communities, various partner organizations, and individuals across the lifespan in order to promote physical activity amongst all abilities in a non-competitive, positive, and fun atmosphere. We strive to promote best practices and inspire children, youth, adults, and older adults to find joy in movement and to promote health and wellbeing.

Active Kids participates in numerous special programs and projects, including Kin academic class partnerships and research support for the School of Kinesiology. Kinesiology students will find many opportunities within the School's Outreach programs to gain experiential learning that will enhance their academic experience and professional development through volunteer and employment roles.

The role of the student plays an integral part in enabling the Outreach Programs in achieving its goals. Students will be provided with training and duties and responsibilities to encourage and support personal growth and professional development while having a hands on front row seat and the ability to direct impact members of the community through quality program leadership. Through the students work, our programs help increase motivation, confidence, and overall activity levels in the hopes of developing a vibrant and healthy UBC community including children, students, staff, and faculty.

UBC Kinesiology Outreach is an equal opportunity employer and is committed to creating an inclusive environment through continued education, checking in with students regarding needs for success, and flexible scheduling to accommodate student needs. Some specific examples of recent initiatives include having full time staff offer office hours for student staff to come meet in a safe space to discuss any areas they would like more support, or anything we can help with in general! We have also offered free training workshops targeted at creating safe and inclusive workplaces and programs such as the Aboriginal Coaching Program certification, Canucks Autism- Supporting Positive Behavior Workshop, the viaSport All Youth Matter Inclusion Training, and most recently a custom training workshop delivered by a Kinesiology Faculty member focusing on Including Children with Disabilities.

Student Learning Components

Successful candidates are required to attend an in-depth training session before the session begins. Instructors are trained in UBC Active Kids policies and procedures, and UBC policies such as information privacy. This includes policies governing first aid, emergency action plans and procedures, AED



procedures and use, professional communication, and participant confidentiality among others. Training also includes best practice content developed with the School of Kinesiology expertise such as physical literacy development, lesson planning strategies, games literacy, fundamental movement skills, behavioral management strategies, intercultural understanding, and physical education pedagogy. This position will also receive the opportunity to receive physical literacy specific training and nationally recognized certifications.

Regular communication with the Program Manager occurs throughout a program season, often daily. This may include but is not limited to feedback on teaching tips, class management techniques, work life balance / scheduling, parent communication strategies, updated policies, procedures, and processes, etc. Program/instructional observations are held throughout a program season as well as a formal instructor evaluation. Successful candidates also have the opportunity to mentor new or less experienced instructors. This may involve co-instructing with more junior staff and providing feedback and guidance with respect to the appropriateness of lessons or activities, teaching principles, safety, communication, etc.

Successful candidates also have the opportunity to develop personally. Specific examples may include the opportunity to be regularly active and benefit from the numerous associated health benefits (cognitive, emotional, physical, etc.), gain confidence in public speaking / presentation skills, develop social relationships with their peers, and become part of the positive and welcoming KIN culture at UBC. The personal satisfaction, self-esteem, and internal motivation that results from playing a pivotal role in a child's development after watching them progress and grow over a program season is a common piece of feedback received by Management. Combined, all of the above provides the framework for a cycle of personal confidence, and thus motivation that helps to facilitate success for students as they progress through their educational journey at UBC.

Successful candidates also have the opportunity to develop professionally. Specific examples may include the opportunity for independent (although guided) work, the opportunity to develop delegation / partnership / group management skills, the opportunity to practice professional communication and problem solving / conflict resolution with clients (children and parents), colleagues, and Managers, the opportunity to become competent in emergency and safety procedures, the opportunity to coach athletes on a more advanced and competitive pathway, and the opportunity to develop a better understanding and respect of diverse cultures, ages, abilities, and backgrounds. An understanding of recreational physical activity programming, and the legal and business aspect of this work, also allows successful candidates to carry best practices into other professional opportunities in their future. The opportunity to plan, coordinate, and implement special events with community and UBC partners is an incredible opportunity that allows successful candidates to develop administrative skills in addition to the core instructor-based skills that make the majority of their responsibility. Many specific workshops and opportunities in areas listed above are offered on a regular basis throughout the school year. Successful candidates also have the opportunity to train mentor Kinesiology student volunteers who have minimal instruction experience. This provides them with the opportunity to develop leadership and management experience that can transfer to almost any other application as they move forward in their education and careers.



Successful candidates are also presented with the opportunity to bridge the gap between theoretical course work concepts and strategies to real life applications. This opportunity directly enhances their academic experience through experiential learning and application of knowledge. Particularly, Kinesiology and Education students are able integrate and witness concepts related to growth and motor development such as motor, emotional, and cognitive milestone achievement and the resulting coaching considerations, physical literacy development, games literacy development, sport psychology and motivation strategies, program lesson planning and curriculum design including providing optimal challenges and appropriate skill progressions, classroom control techniques, educational pedagogy principles, socio-cultural themes as they relate to sport and physical activity in society, and sport and recreation management, marketing, and coordination, and delivery. Opportunities to communicate with community partners and speak to both prospective and current Kin or Education students at special events for School recruitment and promotional purposes are also available. This type of opportunity helps to maintain and enhance the positive, healthy, and active Kinesiology and Education community, as well as the entire UBC community. Non-Kinesiology and Education students are also provided the opportunity to develop the knowledge and skills in all areas previously mentioned.

Interested parties should submit a cover letter and resume to Active Kids Program Manager Kiruthika.rathanaswami@ubc.ca no later than August 16, 2024 at 11:59pm.