



Job Posting 26-27

Youth Program Facilitator

The Town of Cobourg is currently looking to hire a temporary **Youth Program Facilitator!**

Reporting to the Manager, Recreation, the Part-Time Youth Program Facilitator is responsible for supporting the delivery of safe, inclusive, and engaging recreational activities within the YouthZone at the Cobourg Community Centre. This position provides direct supervision of youth participants, facilitates activities, and ensures a welcoming environment for all. This position supports day-to-day program operations, including equipment set-up, membership administration, and excellent customer service delivery.

MAIN RESPONSIBILITIES:

- Provide a safe and welcoming environment to all YouthZone members.
- Monitor the YouthZone space, ensuring safe and appropriate conduct of all members.
- Set-up and take-down of all necessary equipment for activities, ensuring safe use, sanitization, condition, and storage of equipment.
- Maintain inventory of equipment and activity supplies.
- Monitor and maintain YouthZone memberships in ACTIVENet software, issue memberships to new YouthZone members.
- Escalate incidents, problems, and emergencies as needed, as outlined in Town and Divisional policies and procedures.
- Act as the on-site point of contact for community partners facilitating YouthZone activities, providing support for set-up, questions, and general needs, escalating complex issues and inquiries to the Recreation Coordinator, Programs.
- Collect and summarize feedback from youth members, providing recommendations to the Recreation Coordinator, Programs and Manager, Recreation.
- Deliver exceptional customer service to YouthZone members and all other users and guests of the Cobourg Community Centre.
- Provide departmental coverage and assistance as necessary, including reception and programming.
- Attend and participate in required meetings and training sessions.
- Other duties as assigned.

EDUCATION/EXPERIENCE/SKILLS TRAINING:

- Post-secondary diploma or degree in Recreation & Leisure Services, Child & Youth Studies, Social Work, or a related program, completed or in progress. Must have a minimum of one of post secondary education completed.
- A minimum of six (6) months experience implementing recreational programs for youth.
- Previous experience working or volunteering with youth aged 12-18 is preferred.
- Demonstrated experience or a specialized skill set in recreational activities (sport, fitness, arts, games), including the ability to organize and facilitate youth tournaments, is considered an asset.
- Experience with ACTIVENet software considered an asset.

WORKING CONDITIONS:

- This is a six (6) month contract position.
- Required to work evenings and weekends.
- Majority of work will consist of sitting and operating a computer for long periods of time.
- Mild to moderate physical activity is required to assist in program set up and take down.
- May be subject to cooler temperatures for limited periods of time.

WAGE: The wage scale for this position is \$25.57/hr. as per the 2026 Schedule B Inside Workers of the Collective Agreement.



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Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than **June 30, 2026**, at 4:00pm. The internal applicant deadline is June 23, 2026, at 4:00pm. We thank all applicants, however, only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.