



YMCA of Greater Vancouver Employment Opportunity

Date Posted:	February 22, 2018
Position Title:	Supervisor – The First Tee of Greater Vancouver
Location:	Various
Terms:	Permanent Full Time
Shift:	Monday to Friday with occasional evening or weekends as needed
Salary:	\$35,000 - \$42,000/year
Reports To:	Manager, The First Tee of Greater Vancouver

Situation:

The YMCA of Greater Vancouver is a charity dedicated to strengthening the foundations of community, by nurturing the potential of children, teens & young adults, promoting healthy lifestyles, fostering a sense of social responsibility and delivering lasting personal & social change. We are building a community in which a generation of children and families reach their full potential. Our values guide our decision-making and behavior—we do the right thing, put people first, keep our promises and lead by example.

For over 125 years, we have been part of the community, a place where people of every age and background find the support they need to grow in spirit, mind and body. One of the Lower Mainland's leading charities, the YMCA of Greater Vancouver provides services in health & fitness, child care, camping, employment & community services to over 105,000 participants annually.

The YMCA of Greater Vancouver has been offering young people from the Lower Mainland and abroad rewarding camping experiences for over 100 years. As one of the largest providers of YMCA residential, day and international camping experiences in Canada, we serve approximately 4000 children and young adults each summer at our camp locations.

Nature & Scope:

The supervisor will support all aspects of The First Tee programming with a special focus on program delivery, promotion, expansion, administration, volunteer coordination and special events.

Major Responsibilities:

- Develop, deliver and administer The First Tee Life Skills Experience programming and Certification process
- Promote The First Tee program throughout the community, at schools and community centres to reach participant targets.
- Support the fundraising initiatives of The First Tee
- Program set-up; assists with expansion of programming to new sites.
- Coordinate registration, schedules, transportation and lesson plans for clinics, trainings, and programs with other youth services organizations and schools
- Develop retention and progression plan to move participants through the certification levels
- Attend meetings and advise Program Committee
- Assists with the recruitment and training of coaches
- Coordinate registration, trainings, and outreach with other youth service organizations and schools
- Assists with volunteer recruitment, administration, training and management, ensuring complete compliance
- Communicate with parents/participants through web site, email, and mail
- Provide opportunities to engage parents in their child's learning
- Supports to develop and implement a program evaluation and reporting system.

- Track participants' information and progress through The First Tee online participant database; maintain accurate records and submit as required
- Other duties as required
- Read, understand and follow all YMCA standards, policies, and procedures.

Requirements:

- Post secondary education in a related field
- Significant experience with the game of golf
- 2 years coaching or working with kids in a supervisory role
- Current Standard First Aid and CPR-C & AED certificate
- Reliable vehicle and clean driving record
- Strong planning, organizational, leadership, and communication skills
- Ability to work independently as well as part of a larger team
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date
- 3 professional references

Application Process:

Internal applicants should inform their supervisor prior to application. Complete online application using the following link:

Internal Applicants: Please apply [HERE](#)

External Applicants: Please apply [HERE](#)

Application deadline: March 5, 2018 6:00pm PST

Thank you for your interest and application.

Due to the high volume of applications received, only short-listed candidates will be contacted.



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