

Application Package
ENGL 301
Lesson 4:1

By: Jenny Zhu, ENGL 301 student

December 19, 2019

JOB DESCRIPTION



YMCA Local Coordinator-Summer Work Student Exchange Program ★

Paid (Part-time) (29 hrs/wk or less)
YMCA

+ Follow

Apply

Job Type

Paid (Part-time) (29 hrs/wk or less)

Desired Skills

Comfortable working independently

Coordinating Events

Administrative Duties

Interpersonal Relationships

Youth Engagement

Youth Leadership

Outstanding interpersonal communication s...

Teamwork

Job Description

Nature & Scope:

The YMCA Summer Work Student Exchange is a national exchange program coordinated by the YMCA and funded by the Department of Canadian Heritage. For six weeks over the summer, the exchange takes 16- and 17-year-old youth (from Canada) to another province where they stay with a local host, hold a paid job, and practice their second official language. The youth also participate in weekly program activities organized by the Local Coordinator in their new community.

Local Coordinators provide leadership and bring the exchange to life in their local community. First, they will widely promote the program to youth and community organizations in order to recruit up to 10 young people to participate, while also securing host and job placements for them (Feb-May). Then they will interview, select and prepare the outbound youth participants for this experience (May-June). Finally, they will plan and deliver a full program of activities during the exchange, and support the inbound youth participants by helping them navigate change and address conflicts as they arise (July-August). Local Coordinators will be positive adult mentors for the youth with an interest in fostering strong relationships and opportunities for learning.

Important Dates

Posted On:

Dec 03, 2019

Application Deadline:

Dec 15, 2019

Applying for jobs: Make sure you follow the application instructions closely. To upload your resume and any other requested documents click on "Documents" and "add new". You can upload multiple resumes targeting specific jobs.

Local Coordinators must be full-time post-secondary students. Successful candidates will have had previous experience working with youth and/or experiential education programs, possess strong communication and organizational skills, and be highly reliable individuals. They will have insight into Canada's diversity and value an active approach to social inclusion.

Responsibilities:

Recruits youth to participate in the exchange by promoting the program in schools, community groups, drop-ins, and other venues where young people gather. Recruits hosts and employment partners so that appropriate placements are available for all inbound participants.

Interviews and selects youth participants and families/hosts, based on predetermined criteria, with assistance from a Support Coordinator and final approval by a Regional Coordinator; provides pre-departure information and support.

Plans local activities aligned with program objectives, with and for the youth participants, three times a week for the six weeks of the exchange; manages the activity budget.

Builds positive relationships with youth exchange participants, host families, employers, and other local community partners; visits program sites (job placements and host homes) at least twice during the exchange, or more frequently if required.

Responds to emergencies as they arise. As such, must be accessible to the youth, hosts, Support Coordinator and Regional Coordinator at all times during the exchange, except for designated days off.

Supports participants' travel between provinces, by either: chaperoning participants to their host or home communities, at the start and end of the program; or providing logistical support at departure points (train station, airport).

Writes a comprehensive report at the end of the summer summarizing the program's results.

Fulfills administrative tasks (e.g. documentation, expense claims) in a timely and efficient manner.

Demonstrates appropriate behaviours in line with our Mission, Vision and Values as reflected in our YMCA competencies; takes a member focused approach to increase their understanding of programs offered across the Association. Represents the YMCA and the Association in a professional manner.

Understands the legal responsibilities and moral imperative to report suspected child abuse to Child Protection Services.

Understands the importance of the volunteer staff partnership and integrates the value of philanthropy and volunteerism in dealings with staff, volunteers and members.

Other duties as assigned.

Mandatory Training:

Two mandatory training sessions will take place in Vancouver: Feb 22-23 and April 25-27, 2020. All travel costs will be covered by the YMCA.

Location, Period of Employment, and Salary:

Local Coordinators will work 12 hours/week from February 24 to April 26, increasing to 26 hours/week from April 27 to June 21, and then 37.5 hours/week (full-time) from June 22 to August 15.

The starting salary is \$16 per hour.

Qualifications**Eligibility:**

- Currently enrolled in a post-secondary program (full-time)
- Available days, evenings and weekends – must be willing to make the Local Coordinator position your primary professional commitment during the period of full-time employment
- Have valid driver's licence and access to an insured vehicle (some exceptions for large urban centres); willing to provide a driver's abstract
- Have valid Emergency First Aid/CPR certification before the start of the exchange
- Able to attend 2 mandatory paid trainings

Qualifications:

- Experience with and appreciation for working with youth
- Well-developed interpersonal and relationship building skills
- Excellent problem-solving and conflict resolution skills
- Excellent written and oral communication skills
- Ability to work independently, outside of an office setting, and without immediate supervision
- Ability to manage a budget and perform administrative tasks
- Commitment to working in a socially inclusive environment responding with sensitivity and personal awareness to the diverse needs of members including visible and non-visible dimensions of diversity
- The position requires the following Core Association Competencies:
Advanced competence in: Effective Interpersonal Communications; Ethics and Self-management; Being Member Focused; Being Results Focused; Teamwork and Collaboration; Valuing Diversity and Social Inclusion. Fundamental competence in: Relationship Building and Partnering.

Hours Per Week

Varied (as per job posting)

Job Location

Kelowna, British Columbia Canada

Vernon, British Columbia Canada

Job Nature
Internship, Casual/Odd Job, Summer Job

Website
<http://www.summer-work.com>

Additional Documents (**preferred**)
Cover Letter

Experience Level
Current Students in an Undergraduate Program, Current Students in a
Masters Program

ID
874328

Salary Type
Hourly

Is this position paid or unpaid?
Paid

Job Length
August 15, 2020

Organization Type
Not-for-Profit

MLA Citation:

"YMCA Local Coordinator-Summer Work Student Exchange Program". YMCA. 2019,
<https://ubc-csm.symplicity.com/students/index.php/pid776259?s=jobs&ss=jobs&mode=form&id=1fb3538168f18450386f72aa2dcdad30>. Accessed December 9, 2019.

December 9, 2019

6016 Larch Street
Vancouver, V6M 4E4

Kelowna Downtown YMCA
1011-505 Doyle Ave
Kelowna, BC V1Y 6V8

To Whom It May Concern:

I am writing to you to express my sincere interest for the position of Local Coordinator at the YMCA Summer Work Student Exchange Program. I have always had a passion for education and interacting with youth. I find the focus and motivation behind this program not only crucial to the rich experience of learning second languages and culture, but also in alignment with my own personal interests.

Experience in the field of education has given me exceptional interpersonal skills as well as the ability to work in dynamic environments through interacting with a wide range of people. For example, as a Science Facilitator at Science World, I was constantly immersed in a teaching environment where customer service and problem-solving were at the forefront of my job. Not only had I developed exceptional communication skills orally, and in writing, I have become very flexible in problem solving under time constraints and well.

This past summer in my role as a high school camp instructor, I planned curriculum and led 8 weeks of camps, including an overnight camp where students from all over Canada explored attractions in Vancouver. As a student at UBC, I am very familiar with the city of Vancouver, having gained knowledge of its culture through activities and programs, making me a suitable candidate to navigate through the city to different employer workplaces and homes. Being a past participant in the SWSE, I am very familiar with the expectations and learning goals of the program. This experience also heightens my ability to understand and help youth participating in the upcoming session.

Currently, in my role as the Teacher Pro-D Instructor I execute and plan Professional Development events for teachers. This position has allowed me to be more adept at meeting tight deadlines, be more productive, and manage time more effectively. The initiative I take allows me to work collaboratively and creatively with the members of my team and serve as a liaison between Geering Up and educators across the lower mainland.

I would appreciate a role in contributing to the development and innovation the YMCA is making for youth. Thank you for your consideration, I look forward to speaking with you further.

Sincerely,



Jenny Zhu

Jenny Zhu

6016 Larch Street
Vancouver, BC V6M 4E4
Phone: 604.717.0407
Email: jennyszhu@gmail.com

- Objective** Biology student passionate about education, with the goal of working in STEM Education
- Education** *University of British Columbia – BSc. Biology, Science Co-op*
2015 - 2020
- Work Experience**
- Sept 2019 - present *Geering Up, Vancouver, BC – Teacher Pro-D Instructor*
- Planning and leading full-day professional development teacher and teacher candidate workshops with up to 120 participants, that incorporate hands-on STEM design challenges and activities
 - Designing and revising curriculum for high school workshops for Geering Up instructors centered around Biology and Chemistry
- Apr - Aug 2019 *Geering Up, Vancouver, BC – General Instructor, Curriculum Instructor (Co-op)*
- Taught workshops for elementary students (grades K - 7) on STEM topics closely tied to the BC Curriculum, such as electricity, circuits, simple coding, human biology, Computer Aided Design and 3-D printing
 - Led and planned high school, camps including Sustainability in Engineering, Biomedical, and Overnight camps
 - Ordered materials for 120 campers
- May 2018 - Dec 2018 *Center for Teaching, Learning and Technology, Vancouver BC – Canvas Technology Rover (Co-op)*
- Worked under the Faculty of Education at Education Technology Support as appointed by CTLT to help with the migration from the Connect learning platform to Canvas
 - Assisted with reviewing and redesigning courses migrated to Canvas, ensuring content was migrated over successfully, appropriate layout and content, and resolving issues that arise
 - Provided Tier 1 support to faculty members in their departments by gathering information, analyzing systems, and providing resolutions
- Jan - May 2018 *Science World at TELUS World of Science, Vancouver, BC – Science Facilitator (Co-op)*
- Positively influenced visitor's attitudes towards science, technology, and creative thinking by explaining exhibits and instructing curriculum-based workshops

- Provided customers with friendly, responsive service, including hosting OMNIMAX Theatre presentations
- Created workshop curricula in English and in French and writing detailed instructions for workshop presenters

Jul 2016 - Dec 2017

Starbucks, Vancouver, BC – Barista

- Provided exceptional customer service by ensuring satisfaction and resolving any problems with patience and care
- Adapted to high pressure by keeping the store organized and adjusting to any needs that arose in a timely manner
- Closely followed instructions and successfully completed new tasks, and trained other baristas periodically

Jan - Mar 2015

CBC/Radio Canada, Vancouver, BC – Co-Host

- Conducted, compiled, and edited interviews for a show segment
- Co-hosted a 1-hour live show that involved 5 high school students

Volunteer Experience

Mar - Dec 2016

UBC Faculty of Science, Vancouver, BC – Orientation Leader

- Welcomed a group of 6 students entering university by guiding a campus tour and answering questions about university
- Supported these students through their first day of classes, midterm exams, and final exams by providing advice, encouragement, and academic aid

Dec 2015 - Dec 2017

Let's Talk Science, Vancouver, BC – Workshop presenter

- Communicated and presented biology, chemistry, and physics concepts to high school students by engaging them through hands-on activities
- Planned educational activities for students about Biology, Physics, and Chemistry
- As part of the Teacher Partnership program, collaborated with a grade 8 class at King David School to teach hands-on activities that align to the BC Curriculum

Personal

Apr 2018 - Apr 2019

UBC Red Cross Co-President

Sept 2017 - Apr 2018

UBC Red Cross Community Outreach Co-director

Mar - Aug 2017

Simard Lab for Ecological Research Volunteer

Sept 2015 - Apr 2016

UBC Right to Play First Year Outreach Coordinator

References

Available on request

To: Katarina Smith
From: Jenny Zhu
Date: December 9, 2019
Subject: Request for Reference

Dear Katarina Smith,

I hope this letter finds you well. First of all, you were a pleasure to work with this semester and I look forward to expanding our program in the upcoming months. As mentioned in person, I am applying for a position with the YMCA of Kelowna as a Local Coordinator for their Summer Work Student Exchange program. Since you have seen me work in teaching environments I would like for you to be one of my references.

The Local Coordinator position is very similar to the High School Overnight Camps Instructor position at Geering Up. I will be working with high school students from Quebec, helping them find a full-time summer job, and tour the lower mainland with them. This opportunity is only open to current Undergraduate or Master's students, and I would like to take advantage of being in the last year of my degree. This job will be a great experience for becoming a French Immersion teacher later on.

Having you vouch for me as a reference means a lot, as you have observed me in environments working with high school students and understand my career goals. Please let me know if you are willing to take on this role or would like to have a discussion in person. The best way to reach me is by email at jennyszhu@gmail.com, or at 604-717-0407 for a faster reply. Here is a [link](#) to the job posting and attached is my resume.

Thank you for your time and consideration. I look forward to speaking with you soon.

Yours Truly,



Jenny Zhu

Encl. Resume

To: Trevor Wou
From: Jenny Zhu
Date: December 9, 2019
Subject: Request for Reference

Dear Trevor Wou,

I hope you are doing well and enjoying your new position. I enjoyed working closely with you this Summer and maybe you can come back next Summer to direct camps again. Currently I am applying for a position with the YMCA of Kelowna as a Local Coordinator for their Summer Work Student Exchange program. This role is closely related to my position last summer and you would be the ideal reference for me.

Similar to the High School Overnight Camps Instructor position at Geering Up, this role entails spending six weeks with high school students from Quebec and exploring the lower mainland with them. Being in my last year of my degree, this would be the last chance to experience this opportunity. This job is a perfect stepping stone for becoming a French Immersion teacher later on.

Having you as a positive reference would mean a lot, as you have worked with me closely and have given me constructive feedback before. Please let me know if you are available to be my reference or would like to have a discussion in person. The best way to reach me is by email at jennyszhu@gmail.com, or at 604-717-0407 for a faster reply. For your curiosity, here is a [link](#) to the job posting and attached is my resume..

Thank you for your time and consideration. I look forward to hearing from you soon.

Yours Truly,



Jenny Zhu

Encl. Resume

To: Dr. Marina Milner-Bolotin
From: Jenny Zhu
Date: December 9, 2019
Subject: Request for Reference

Dear Dr. Marina Milner-Bolotin,

I hope you are doing very well and that your course was a success this year. Thank you for giving me the opportunity to work with you on the Geology project. I am applying for a summer Local Coordinator position with the YMCA and would like to ask you to be one of my references.

This position is part of the Summer Work Student Exchange program at the YMCA, a program I participated in in high school and I hope to be a part of it again. This opportunity is only open to current Undergraduate or Master's students, making this summer the first and the last chance for me to apply. This job will allow me to work with french-speaking high school students, and be a great experience for becoming a French Immersion teacher later on.

Having you vouch for me as a reference means a lot. You have always encouraged me to pursue my passion for working with young people and you have also observed me in such environments. Please let me know if you are willing to take on this role or would like to have a discussion in person. The best way to reach me is by email at jennyszhu@gmail.com, or at 604-717-0407 for a faster reply. Here is a [link](#) to the job posting and attached is my resume.

Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,



Jenny Zhu

Encl. Resume