

Kemptville Youth Centre -Job Details

Posted: May 01, 2026

Expires: June 01, 2026

Youth Recreational and Leisure Activities Consultant (3 Positions)

Summer Student – 35 Hours per Week / 8 Weeks (July 06, 2026, to August 29, 2026)

Rate of pay: \$17.60 per hour

Applicants must be between **15 and 30 years of age**, have a valid **Social Insurance Number (SIN)**, be a **Canadian citizen, permanent resident, or legally entitled to work in Canada** and must hold a valid **Vulnerable Sector Check**.

Kemptville Youth Centre is seeking three Youth Recreational and Leisure Activities Consultants to support daily summer operations. These positions are ideal for mature students who are hoping to work with youth in a future career. This position is perfect for those who are motivated to help youth, thrive in a team setting, and want to contribute to the community.

The successful candidates will assist with program facilitation/planning, assess programming needs, liaison between community partners, and assist with fundraising and community events.

Key Responsibilities

- Assist with planning daily and weekly activities
- Assist with daily and weekly program facilitation
- Filing and organizing registration forms
- Create registration forms and advertisements
- Assist with program evaluation
- Provide general support to community partners
- Assist with fundraising tasks
- Assist with facility cleaning

Qualifications and Skills

- Minimum of 1 year experience working with Youth
- Strong organizational and time management skills
- Excellent verbal and written communication skills

- Ability to multitask and work in a fast-paced environment
- Strong problem-solving skills
- Proficient in the use of computers for: word processing, e-mail and internet.
- Ability to work independently and as part of a team
- Positive attitude and willingness to learn
- Ability to take direction and follow through on tasks
- Ability to sit and stand for extended periods of time, bend and lift up to 50lbs

Application Deadline

Please forward your resume no later than **Monday, June 01, 2026**

Kemptville Youth Centre

Attn: Operations Manager

Christy Melvin

5 Oxford Street West

P.O. Box 1124

Kemptville, ON K0G 1J0

Email: **manager@kyc.team**

Funding provided by **Service Canada** made these positions possible.

Kemptville Youth Centre thanks all applicants for their interest. Only those selected for an interview will be contacted.

We are an equal opportunity employer.