



Position Title: Youth Activities Administrator

Application Deadline: Friday, April 10, 2026

Anticipated Position Start Date: Monday, June 29, 2026

Job Duration: 8 weeks

Hours per week: 35

Tasks and Responsibilities

The youth activities administrator will be an enthusiastic and energetic individual who will be responsible for the coordination and leading/ administering of various MAC youth activities during the summer break. He/ she will also be collaborating with the summer camp coordinator and junior high and high school activities coordinator in order to book field trips, busses, deal with registration, and more for the summer camps and programs. It is of utmost importance for the youth activities administrator to assume a leadership role and be an effective communicator.

Skills participant will develop and be required to utilize during this placement

The summer student will be asked to be client-facing at times in a professional and cordial manner. Often times this requires the ability to think through and solve problems in a professional and cordial manner. During this placement, the student will be required to:

- Interact with clients/customers both internal and external
- Assess situations and identify problems
- Seek different points of view and evaluate them based on facts
- Recognize the human, interpersonal, technical, scientific, and mathematical dimensions of a problem
- Identify the root cause of a problem
- Be creative and innovative in exploring possible solutions
- Evaluate solutions to make recommendations or decisions
- Implement solutions
- Check to see if a solution works, and act on opportunities for improvement

The summer student will be asked to work alongside a number of other employees and volunteers on a variety of projects and tasks in a professional and cordial manner. The student will be required to:

- Understand and work within the dynamics of a group
- Ensure that a team's purpose and objectives are clear
- Be flexible: respect, and be open to and supportive of the thoughts, opinions, and contributions of others in a group
- Recognize and respect people's diversity, individual differences, and perspectives
- Accept and provide feedback in a constructive and considerate manner
- Contribute to a team by sharing information and expertise
- Lead or support when appropriate, motivating a group for high performance
- Understand the role of conflict in a group to reach solutions
- Manage and resolve conflict when appropriate
- Follow a plan, design, or carry out a project or task from start to finish with well-defined objectives and outcomes
- Seek feedback, test, revise, and implement
- Work to agreed-upon quality standards and specifications
- Select and use appropriate tools and technology for a task or project
- Adapt to changing requirements and information
- Continuously monitor the success of a project or task and identify ways to improve

The summer student will be asked to liaise with a variety of stakeholders both internal (other employees, management) and external (vendors, students, parents). They will also be required to communicate in a variety of ways (in-person, in writing and digitally from time to time). The student will be required to:

- Read and understand the information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- Write and speak so others pay attention and understand
- Listen and ask questions to understand and appreciate the points of view of others
- Share information using a range of information and communications technologies (e.g., voice, e-mail, computers)
- Use relevant scientific, technological, and mathematical knowledge and skills to explain or clarify ideas
- Locate, gather, and organize information using appropriate technology and information systems
- Access, analyze, and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)
- Decide what needs to be measured or calculated
- Observe and record data using appropriate methods, tools, and technology
- Make estimates and verify calculations