

PSYL 2010 Program Staff

Pearson Seminar on Youth Leadership (www.psyi.ca)



Positions available: Curriculum Coordinator and Program Assistant
Contract Dates: July 10th to August 17th, 2010

Note: Contracts require 2 additional days for a planning weekend in April/early May (Date TBD)

Deadline for applications: January 25, 2010

The Program:

The Pearson Seminar on Youth Leadership is an innovative experiential education program that challenges young people, from Canada and around the world, to look at leadership concepts in the context of social justice, peace, international understanding, and a sustainable future. 100 youth, aged 15-18, will live and learn together for three weeks on the campus of Lester B. Pearson United World College. PSYL consists of a dynamic program of workshops, simulations, guest speakers, recreational and social activities. The program offers a skills-based learning model and explores key issues of ecological sustainability, social justice, and international understanding.

Position Summary:

The Curriculum Coordinators, Program Assistant(s), and the Program Director work as a core team to develop and implement the three week Pearson Seminar on Youth Leadership. The position begins with a 2 day planning session in the spring (dates TBD), where we will come together to build upon core curriculum and add the offerings of new team members and guest speakers. In July we re-convene on campus with a week of program planning and preparation. A team of 20 youth volunteers ("Facilitators") join us for a second week of preparation, where we provide them with peer-facilitation training and they assist us in designing activities for the program. The seminar begins on July 24th and concludes on August 13th. The staff team continues for 4 days of debriefing, evaluations, celebration, and wrap-up. The seminar is an intense community experience with long days; it is highly demanding and phenomenally rewarding!

General Responsibilities for Curriculum Coordinator:

- Collaborate in planning and implementing all aspects of the seminar
- Work within a team to deliver activities, and facilitate learning sessions, discussions and feedback circles which are directly related to leadership skill acquisition
- Implement and develop a complete assessment and evaluation plan for participants
- Assist with visiting speakers and workshop leaders
- Assist with the planning and implementation of the facilitator's training and orientation; support the facilitators during the program
- Supervise an on-site residence for the duration of the contract, and assisting in campus duties on a day-to-day basis

In addition to the above responsibilities each member of our team will be required to take on one or more of the following areas of responsibility:

- Oversee the set up of our first aid and medical treatment systems; liaise with nurse to ensure team is monitoring student illnesses or injuries
- Coordinate and implement Risk Management Plan
- Coordinate the logistics and lesson planning for field trips and outdoor experiences

- Keep records of all sessions delivered during program and compile into curriculum resource
- Delivery of the credit portion of the program (a group of up to 15 participants) and ongoing support and evaluation of these credit participants during the regular program.
- Coordinate the facilitator training days and ongoing facilitator mentorship
- Coordinate the evening spirit spot and sharing circle program
- Support our ESL participants
- Coordinate the facilitator-run recreation time
- Coordinate student-run evening sessions
- Support for student shows (open mic and final show) and dance evenings
- Coordinate the student community jobs (recycling, signs for events, guest speaker buddies, student store)

Qualifications Required for Curriculum Coordinator:

- Experience with staff supervision and the direct leadership of young adults (ages 15-18) in outdoor recreation/educational setting
- Familiarity with experiential educational techniques, and education in a residential setting
- Knowledge and educational experience in areas of social justice, ecological sustainability, international understanding, community building, and leadership skills
- Teaching certification an asset
- First aid/CPR certification required
- Class 4 drivers license required
- A successful "Criminal Record Search" required
- Other recreational certifications an asset (Lifeguard, Kayak and Canoe Guide)

General Responsibilities for Program Assistant:

- Provide general logistical support for PSYL operations
- Work within a team of staff to deliver activities, and facilitate learning sessions, discussions and feedback circles which are directly related to leadership skill acquisition
- Compile master lists and transportation schedules
- Enter medical and transportation forms into database
- Provide transportation services for program participants as necessary
- Answer questions and provide resources to students (such as getting recreation equipment, opening student store, set up for student run evening sessions)
- Compile evaluation data at end of program
- Other duties as assigned by the PSYL Program Director.

Qualifications Required for Program Assistant:

- Experience with the direct leadership of young adults (ages 15-18) in outdoor recreation/educational setting
- Knowledge and educational experience in areas of social justice, ecological sustainability, international understanding, community building, and leadership skills
- First aid/CPR certification required
- Class 4 drivers license required
- A successful "Criminal Record Search" required
- Other recreational certifications an asset (Lifeguard, Kayak and Canoe Guide)

Please note that the successful applicants will be required to live on-campus for the duration of the contract. Accommodation and meals will be provided (at no cost to you). Travel costs from your home to the campus at the start and end of the program will be covered. However, it is your responsibility to arrange for any non-program transport to and from Victoria (approximately 45 minutes away) during the program.

Please submit resume and cover letter by January 25, 2010 to:

Ruth Whyte
Pearson Seminar on Youth Leadership
650 Pearson College Drive
Victoria, British Columbia
V9C 4H7
Fax: (250) 391-2412
Email: psyl_hr@pearsoncollege.ca

Only those invited for an interview will be contacted. Unfortunately, due to high volume of applications we will not be able to provide feedback for those not selected for an interview. Pearson College is an equal-opportunity employer.