

Job Posting: Youth Activator – Youth Retreat #85

Location:

Remote and in person work on Vancouver Island.

Summary:

We are currently looking for Youth Activators to support Youth Retreat #85 in May 2026. Youth Retreats are a three-day event where youth meet other young people from care, have their voices heard, guide the Fed in the work we do, and most importantly have FUN and CONNECT with others in the care community!

Youth Activators will help plan the retreat, engage and encourage participants, lead small and large group activities and act as a role model. As peer-based* contractors, Youth Activators use their skills and lived expertise to support our programs and services.

**Peer Based is defined as youth in and from care between the ages of 14 and 28.*

Compensation:

\$1500 fee for service

Schedule:

*all meetings happen between the hours of 9AM -5PM

Orientation and Check Ins – All Virtual

- Individual Check-In's – 1 hr the week of Jan 12-16
- Full Day Virtual Orientation 1 – Sat, Jan 17, 10 AM – 3PM
- Full Day Virtual Orientation 2 – Sat, April 18, 10 AM – 3 PM
- Individual Check-In's – 1 hr the week of Mar 23 -27
- Individual Check-In's – 1 hr the week of April 20-24

Youth Retreat Prep, Youth Retreat, and Debrief

- Virtual Planning Meeting 1 – Thurs, Jan 22, 2-4 PM
- Virtual Planning Meeting 2 – Tues, Mar 3, 2-4 PM
- Virtual Planning Meeting 3 – Fri, Mar 20, 2-4 PM
- Programming Check-In – 30 mins the week of Mar 9-13
- In Person Prep at Retreat Location – Thurs, April 30
- In Person Youth Retreat – Fri, May 1 to Sun, May 3
- In Person Debrief at Retreat Location – Sunday, May 3
- Virtual Debrief – Fri May 8 - 1 hour
- Exit Interview – 30 mins the week of May 11-15



Travel:

You will be required to travel to New Westminster on April 30. You will support in person preparation, the youth retreat and a debrief from April 30 to May 3, at the retreat location on Vancouver Island. Travel expenses will be covered.

Qualifications:

If you do not currently have the training qualifications outlined in the position description below there will be an opportunity to complete self-directed training modules. All qualifications must be completed by April 13, 2026. Successful candidates must already have a clear CRC with a vulnerable sector check.

How to apply:

Please complete the application form and upload a copy of your resume at this [link](#) by **November 13, 2025, at 8AM.**

Position Description

Position Title

Youth Activator

Reports To

The Youth Activator will report to the Program Manager and will work directly with a Program Coordinator.

Position Overview

As peer-based* contractors, Youth Activators use their skills and lived expertise to support our programs and services. Youth Activators are generally focused on a specific program, project, or event. This may include planning events and activities, facilitating workshops and hosting gatherings, and engaging peers and partners.

Youth Activators help ensure our programs and services are Youth Led and Peer Based and relevant for young people in and from care. Youth Activators will gain hands-on experience collaborating with other staff and partners to execute a project.

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Responsibilities and Duties

1. Assists with the planning and implementation of a program/project/event.
2. Researches, analyzes, and summarizes information.
3. Assists with writing, editing, and contributes to the development of program and promotional materials.
4. Encourages effective partnerships that support the program/project/event.
5. Facilitates or hosts in person and virtual workshops, activities, and events.
6. Engages youth and encourages their ideas, participation, development, and leadership.
7. Develops meaningful relationships and provides peer-support where appropriate.
8. Supports facility set up and take down for the program/project/events.
9. Assists with the developing and conducting relevant evaluations of program/project/event activities.
10. Performs miscellaneous duties as assigned.

Competencies

PEOPLE & INTERPERSONAL SKILLS – Actively Builds Relationships and Partnerships; Maintains Professional Boundaries; Understand Social and Political Dynamics; Responsive to Others Needs; Demonstrates Honesty and Integrity; Trustworthy; Active Listener; Addresses Conflicts Positively; Collaborative; Encourages Others; Encourages Accountability; Tactful and Considerate; Supports Feedback; Friendly Demeanor; Strengths Based; Compassionate and Empathetic; Consistent; Shares Perspective

DELIVERS RESULTS – Keeps Commitments; Meets Deadlines; Sets Relevant Goals; Persistent; Overcomes Obstacles; Dependable; High Level of Output; Accurate; Achieves High Quality Outcomes; Focused; Efficient; Follows Policies & Procedures; Follows Direction

PROMOTES EQUITY, DIVERSITY & INCLUSION – Maintains a Broad Prospective; Respects All People; Recognize and Embraces Differences; Understands Impact of Systemic Barriers and What Creates Inequitable Outcomes; Creates Common Ground; Aware of Biases; Open; Non-Judgmental; Culturally Appropriate; Can Intervene Effectively When Allyship is Needed

SELF AWARENESS & DEVELOPMENT – Practices Self Care; Demonstrates Resilience; Continuous Learning & Reflection; Utilizes Strengths; Displays Confidence; Demonstrates Passion for Work; Positive Attitude; Recognizes Capacity

PROJECT MANAGEMENT – Delegates; Integrates Ideas; Sets Expectations; Celebrates Milestones; Provides Direction; Effective Planning; Keeps Organized; Manages Multiple Demands; Decisive and Sound Judgement; Sets Realistic Goals; Develops Contingency Plans; Time Management; Maintains Safety; Purposeful Meetings; Motivates Others

COMMUNICATION – Understands Audience; Shares Information; Articulates Thoughts Clearly; Factual; Uses Good Grammar, Spelling, and Sentence Structure; Uses Various Mediums; Straightforward and Logical Content Delivery; Engages Audience

DIGITAL SKILLS – Maintains information security and integrity; Effectively uses various digital tools and platforms

PROBLEM SOLVING – Analyze Problems; Evaluates Information; Considers Alternatives; Considers Consequences; Generates Effective Solutions

CREATIVITY & INNOVATION – Thinks Outside the Box; Generates and Builds on Ideas; Encourages Healthy Risk Taking; Fails Forward; Encourages Continuous Improvement; Forward Thinking; Embraces Change; Builds Best Practice; Takes Initiative; Resourceful

PROFESSIONALISM – Shows up on Time; Follows Dress Code; Communicates Schedule Changes; Maintains Organized Workspace; Respects Shared Spaces

YOUTH ENGAGEMENT - Involves other youth in planning and in making decisions that affect themselves, others, and our organization

YOUTH DEVELOPMENT - Focuses on other young people's gifts, talents, current skills and abilities, as well as their potential for further develop in these areas. Provides youth with a positive, strengths-focused approach to personal development

YOUTH SUPPORT – Helps other youth to connect with the resources and supports they need; Helps other youth to advocate for themselves

GENERAL ADMINISTRATION - responds promptly to phone calls and emails; keeps electronic and paper records updated; submits expense reports & payment requests in timely manner

Qualifications & Requirements

- Criminal Record with Vulnerable Sector Check Clearance Letter if 18 and over
- Standard skills with Microsoft suite of programs (I.e. Teams, Planner, Office, Outlook, etc.)
- Keyboarding ability at 40 words per minute with 70% accuracy
- Knowledge of child welfare system in BC and the needs and issues of youth impacted by this system.
- Completion of the following Fed Skills trainings*:
 - Exploring Leadership
 - Public Speaking
 - Facilitation
 - Peer Support
 - Justice, Equity, Diversity and Inclusion
 - Self-Care and Sustainability

*If you have not previously completed these trainings, you will be given the opportunity to complete self-directed trainings on your own time/schedule. On average, a training takes 2hrs to complete. All trainings must be complete by the end of your orientation.

Work Environment & Conditions

- Mainly office environment with long periods of sitting and computer use
- Some off-site and/or overnight programming usually in a camp like setting but could also include venues such as a university campus or hotel
- May require travel within and outside of BC
- Moving and lifting a variety of items weighing up to 25 lbs