



Junior Leaders  
Handbook  
2023  
**The YMCA of Greater Moncton**



Welcome to the YMCA of Greater Moncton. The YMCA is a values-based charitable organization, governed by a Board of Directors and guided by mission and values. All are welcome regardless of their ability to pay. We are happy that you will be part of our team this summer!

### The YMCA of Greater Moncton

#### **Mission**

We create opportunities for better health and well-being!

#### **Vision**

A community where everyone belongs!

#### **Core Values**

##### *Integrity*

We believe in honesty, respect, and being united as a community.

##### *Inclusiveness*

We believe that a successful community must be inclusive of all its members, regardless of their background or financial means.

##### *Fun*

We believe in celebrating the fun in everyday, ordinary things.

The Junior Leadership program is an extension of our School-Age summer program for youth between the ages of 12 to 15. The program will feature a variety of weekly workshops that will teach youth valuable communication, work readiness, and healthy lifestyle skills.

#### **The program is designed with the intent to:**

- Provide youth with a strong leadership foundation
- Develop good character, and a sense of responsibility
- Learn about health, wellness, and commitment to community service
- Gain exposure to volunteer opportunities

Youth enrolled in the Junior leadership summer program will have daily peer mentoring opportunities and gain valuable hands on leadership experience, while learning to implement the YMCA core values; **Integrity**, **Inclusiveness**, and **Fun**, into all that they do.

Junior Leadership will run during the following 4 weeks:  
**July 17 – 21, July 31 – August 4, August 14 – 18, August 21 – 25**



### **Your Role as a Junior Leader**

As a Role Model in the YMCA School-Age Summer program, your role is to:

- Have a co-operative spirit
- Actively support the YMCA values and objectives
- Have a desire to participate
- Be a good listener
- Demonstrate concern for, and include all members of the group
- Have the ability to work as a team
- Be open-minded and eager to learn
- Have a sense of humour

### **Attendance and Punctuality**

In order to fully benefit from the Junior Leaders Program, it is important to be punctual and present. Regular attendance is expected of all Junior Leaders. Excessive absences, tardiness, or leaving early is unacceptable. It is essential to the success of the YMCA that all volunteers adhere to assigned schedules as closely as possible. If you are running late you must notify the program supervisor Kyle Price by calling their direct line (506-862-0899 ext. 2266). Junior Leaders are expected to arrive between 8:00 AM and 8:30 AM each morning, and be picked up between 4:15 PM and 4:30 PM. For each quarter hour (15-minutes) after 4:30 PM, a \$10 charge will be applied to the account as a 'Late Pick-Up' fee.

### **Illness and Sick Days**

In the event that a Junior Leader becomes ill during the programs, the Primary Contact or an Emergency Contact will be called and made aware. It is between the Youth Staff / Supervisor and Contact to decide whether the participant should be picked-up or not; however, if they are vomiting; have a persistent dry cough and/or heavy nasal discharge or symptoms of a contagious disease; have diarrhea, fever, or otherwise are too unwell to participate in gym, swimming, or youth program activities, then the Contact will be asked to get them and they may be excluded from the program for up to 48-hours. In the event that a Junior Leader would miss a significant amount of time due to illness, then the Supervisor may ask them to return later on in the summer.

### **Participation**

It is expected that Junior Leaders participate in all aspects of the summer program; swimming, gym activities, outside activities; classroom games/activities, outings and excursions off the premises. At no such point will the Junior Leaders sit out of these activities without first speaking to the program supervisor, Kyle Price. If agreed that the Junior Leader is not required at that time to participate it may be decided that they be assigned another activity in lieu of.



### **Emergency Evacuations and Closures**

All staff and volunteers of the YMCA are trained in Evacuation, Lockdown, and Power Outage Procedures. If the building must evacuate our meeting spots are:

#### **YMCA of Greater Moncton:**

1. The grassy area adjacent to the wheel chair parking lot (beside community garden).
2. The Oulton's College Parking Lot (4 Flanders Ct., Moncton).

#### **YMCA North End:**

1. The south-west end of the main parking lot, grassy area near the pond.
2. Grassy area west of the building near Fisher Street.

In the event that the YMCA must close fully, or in part, it will be aired on the radio (CBC, C103, K94.5, 103.9 Max FM, and XL96), and our social media accounts (Facebook, Instagram). Should we close during the regular hours; parents will be notified by phone. Staff will make every effort to contact at home and/or at work. However, parents are required to pick-up their child(ren) within a two-hour period of notice.

### **Schedules**

Prior to the start of the week, all Junior Leaders must submit a schedule of availability to the program supervisor, Kyle Price. Junior Leader's will be provided a 30-minute lunch break away from the children, when possible; this would exclude days where the group are away from the center. During break time, Junior Leaders are not permitted to leave the YMCA premises without a legal guardian.

### **Snacks and Lunches**

Junior Leaders must be aware of possible food-related allergies. It is highly encouraged that their lunches are 100% Nut-Free. If a youth has a life threatening food allergy, this must be indicated in their youth information profile. Staff and Supervisors should know where the Junior Leader's EpiPEN is kept, if one is required. When bringing a lunch from home, they may store it in the Staff or Party Room fridge. Lunches should be clearly labeled with the youth's name.

### **Guidance**

It is the responsibility of the staff working in the programs to ensure the Junior Leaders are guided through their Leadership experience in a positive manner, with the intention of assisting Junior Leaders in their overall growth. Junior Leaders will have tasks delegated to them and will receive feedback through coaching, mentoring, and constructive criticism.



### **Communication**

Junior Leaders are youth between the ages of 12 – 15; all communication relevant to the program or wellbeing of the Junior Leader will be done through the parent/legal guardian.

### **Wellness Breaks**

Each day, Junior Leaders will be given an hour and fifteen minutes of dedicated physical activity. During this time, they may exercise in the fitness centre (both locations), participate in lane swim (Vaughan Harvey), register and participate in member programs (both locations), play basketball (both locations, if available), or use the indoor walking track (North End). Participants must be in one of the locations listed during their Wellness Breaks.

### **Dress Code**

#### **Tops:**

- Junior Leaders will be provided with a YMCA Volunteer shirt; this makes them easily identifiable as Junior Leaders in the program. Junior Leaders will be required to wear their Volunteer shirt at all times during the program.

#### **Bottoms:**

- Junior Leaders are required to wear bottoms in professional (at the discretion of the Manager) colors. Jeans (no holes, rips or tears) are permitted.
- Bottoms (pants, skirts, capris, shorts) must be worn at a reasonable and professional length; no shorter than knee length.
- Clean and appropriate looking pants must be worn at all times. Yoga style of pants are permitted; however, must be worn in a professional manner.

#### **Footwear:**

- Proper and safe footwear should be worn at all times. As a result, Junior Leaders are NOT permitted to wear 'thong' flip-flops.
- Sandals with proper support across the top and back of the foot are permitted. Please note: Junior Leaders must wear appropriate indoor footwear at all times (indoor sneakers in the gym, etc)
- Non-marking shoes and/or sneakers are permitted in the gym.
- Flip flops are only permitted to and from the pool area.

**Footwear and bottoms should never distract from the Y logo and brand image.**

#### **Headwear:**

- Junior Leaders are NOT encouraged to wear hats, ball caps, toques, or bandanas inside the facility.
- Junior Leaders may wear hats, ball caps or bandanas outdoors; however, they should be 'logo' free.



**Swim (Pool) Attire:**

- Bathing suits are to be one piece; two-piece bathing suits must cover with a t-shirt
- Bathing caps are required
- Flip flops can be worn to and from the locker room and on the pool deck.

**Electronic Devices and Personal Belongings**

During free time (snack, lunch breaks), Junior Leaders may use their electronic devices or another personal belonging they have. However, they are not permitted during scheduled programs and activities. Junior Leaders are responsible for their own devices and belongings. Staff and the YMCA cannot be held accountable for lost, damaged, broken, or stolen belongings. **Items left at the Centre and not claimed within a 1-month period will be given to charity.**

**Daily Routine**

<b>YMCA of Greater Moncton – Monday, Wednesday, Friday</b>	
<b>TIME</b>	<b>ACTIVITY</b>
8:00 AM – 9:15 AM	Meet & Greet, Tours, Team-Building
9:15 AM – 9:30 AM	Break
9:30 AM – 11:30 AM	Activity Planning, Volunteering, or Workshops
11:30 AM – 12:45 AM	Wellness Break
12:45 PM – 1:15 PM	Lunch
1:15 PM – 3:00 PM	Activity Planning, Volunteering, or Workshops
3:00 PM – 3:15 PM	Break
3:15 PM – 4:00 PM	Activity Planning or Volunteering
4:00 PM – 4:15 PM	Day Debriefing and Team-Building
4:15 PM – 4:30 PM	Pick-Ups

<b>YMCA North End – Tuesday, Thursday</b>	
<b>TIME</b>	<b>ACTIVITY</b>
8:00 AM – 8:45 AM	Tours, Team-Building
8:45 AM – 9:00 AM	Break
9:00 AM – 11:00 AM	Volunteering, or Classroom Assistance
11:00 AM – 12:15 PM	Wellness Break
12:15 PM – 12:45 PM	Lunch
12:45 PM – 2:15 PM	Volunteering, or Classroom Assistance
2:15 PM – 2:30 PM	Break
2:30 PM – 3:15 PM	Volunteering, or Classroom Assistance
3:15 PM – 4:15 PM	Volunteering or Workshops / Day Debriefing
4:15 PM – 4:30 PM	Pick-Ups



## **Workshops**

An intention of the Junior Leadership Program is to prepare youth aged 12 to 15 for the workforce. Our workshops are designed with work-readiness in mind, and are aimed at improving the overall well-being of our youth program attendees.

### **Week 1: Basic First Aid & CPR**

Broken down into steps; we will be giving youth an introduction to first aid so that they are confident in their ability to help during an emergency.

### **Week 2: Communication and Relationships**

Learn the different communication styles, and how to better manage relationships both in and out of the workplace.

### **Week 3: Conflict Resolution and Mental Health Awareness**

Youth will be taught about how to handle conflicts with friends, family, and co-workers, and become aware of mental health issues affecting post-pandemic children and youth.

### **Week 4: Resume Writing and Interview Readiness**

Prepare for the workforce by learning to write a resume and prepare for your first interview.

## **Evaluations**

Junior Leaders will be subject to an end of week performance check-in with their supervisor. This will outline how they did in the program, the progress they have made, areas of improvement they should focus on, and their strengths; hours participated, and a certificate of completion will be included. This will also provide the Junior Leader an opportunity to give their own feedback, opinions, and comments about the program, and ways that it can improve.

## **Lane Swim**

During the Wellness Break at the Vaughan Harvey location, youth will be able to participate in the lane swim alongside other YMCA members. However, if the Lifeguards or Pool Deck Supervisors notice any horseplay, that the youth is not keeping up in the lanes, or that they are not a strong enough swimmer, they may be asked to leave the pool area and may not be welcomed back. If this happens, they may still use the Fitness Centre, the Gym (if it's free), or participate in another Member Program.



### **Complaints / Grievances**

We always welcome your input and feedback related to the care of your child, and appreciate questions, or discussions of any kind that encourage a positive outcome for your child.

However, if you feel that there is a problem concerning the facility or a staff member, please follow the steps listed below:

1. Speak with the supervisor or staff involved with your child.
2. Allow follow-up from the supervisor or staff to you
3. If you are still not satisfied with the results of your concerns, please make an appointment to meet with the Coordinator or Director.

We encourage daily interaction between parents and staff to ensure that as parents, you are kept up to date on how your child's day was and that you are made aware of any specific incidents. It is equally important that staff members are kept up to date of any concerns parents may have about your child at the centre and/or at home that may assist in the supervision of your child.

### **Duty to Report**

The Junior Leader Supervisor, YMCA Staff, and Volunteers may find themselves in a position where a child, youth, or vulnerable adult shows indications of abuse or neglect. Legally, they have a responsibility to report any suspected cases of abuse. No proof of abuse is needed, only a suspicion based on observations that have been made. When it is suspected by any staff or volunteer that a child may have been neglected or abused, the matter shall be referred immediately to Child Protective Services (CPS) of the Department of Social Development.