



CTS Youth Society Program Assistant

Part-time: 8-10 hours/week, fixed term: November 19th – May 19th (26 weeks)

Remuneration: \$22/hour + 4% in lieu of vacation

Application Deadline: Applications are reviewed on a rolling basis and will be accepted until November 16th.

1 Position Available

Are you interested in helping youth connect with nature? Do you enjoy researching activities and turning ideas into engaging educational programming? We're looking for a creative and organized individual to contribute their ideas and support environmental program development at CTS.

CTS Youth Society is accepting applications for a **Program Assistant** to assist with developing environmental programming and educational resources for our camps, Youth Council, and youth leadership programs.

About CTS Youth Society

CTS Youth Society connects youth across Metro Vancouver with their natural environment, the Metro Vancouver Regional Parks system, and surrounding communities through hands-on, life-changing outdoor experiences. Our motto, "For Youth, By Youth," guides our approach, giving young people opportunities to contribute ideas, build skills, and take active roles in their communities.

CTS provides free, accessible day and overnight camps for youth ages 12–18, combining environmental education, restoration activities, outdoor recreation, and community building. Our Peer Leader program supports youth ages 15–18 in developing leadership skills through training, mentorship, and hands-on experience planning and facilitating camp activities. Youth Council provides ongoing opportunities for youth ages 14–18 to stay connected, help shape future programming, and participate in environmental and community projects.

Through these programs, CTS aims to:

1. Create opportunities for youth to develop leadership, confidence, social responsibility, and a sense of ownership;



2. Connect youth with each other and their communities through environmental education, restoration, and volunteerism;
3. Encourage lasting connections with regional parks and the outdoors by reducing barriers to participation and creating welcoming, inclusive experiences.

Position Overview

The Program Assistant will support the development of engaging and accessible environmental programming for CTS Youth Society. Working under the direction of the Program Manager, this role will assist with researching, planning, and preparing educational activities and resources for camps, Youth Council, Peer Leader training, and other youth engagement opportunities. Programming will connect environmental learning with hands-on experiences, including restoration, outdoor recreation, and community involvement.

The Program Assistant will help turn ideas into practical activity plans that staff and Peer Leaders can use, while reviewing and improving existing program materials. This work will consider youth interests, different learning needs, available resources, and CTS's mission. The Program Manager will assign tasks, establish priorities, and provide ongoing guidance, with room for the Program Assistant to take initiative, contribute ideas, and help bring them into practice.

This is a primarily remote position with flexible hours that can accommodate school or other commitments. Regular check-ins with the Program Manager will support progress and collaboration. Occasional in-person meetings, events, or program days may be required, with availability confirmed before scheduling.

Key Responsibilities Include:

- Assist with researching and developing environmental education, restoration, and outdoor activities for youth
- Prepare activity plans, including learning objectives, instructions, materials lists, and relevant safety considerations
- Review and update existing activities, program guides, and educational resources



- Assist with planning Youth Council activities, Peer Leader training, and future camp programming
- Incorporate youth interests and feedback into program development
- Consider accessibility, inclusion, age appropriateness, and different learning needs when developing activities
- Research educational resources, potential community partners, and program opportunities as assigned
- Assist with preparing program materials, supply lists, and occasional activity delivery
- Maintain organized program files and complete related administrative tasks
- Attend regular check-ins and provide progress updates to the Program Manager

Desired qualifications/experience:

- Currently pursuing post-secondary studies in Education, Environmental Sciences, Outdoor Recreation, Child and Youth Studies, Community Development, or a related field. Relevant experience will also be considered
- Experience working with youth through camps, recreation, education, or community programs
- Interest in environmental education, restoration, outdoor learning, and youth leadership
- Experience planning or facilitating educational activities, with an understanding of how to adapt programming for different ages, interests, abilities, and learning needs
- Ability to research information and turn it into clear, engaging activity plans and practical educational resources
- Strong organizational and time-management skills, including the ability to manage assigned tasks, maintain accurate files, and meet agreed deadlines
- Clear written and verbal communication skills, with a willingness to ask questions, receive feedback, and collaborate with the Program Manager



- Ability to work independently in a primarily remote environment while providing regular updates on progress
- Creativity, initiative, and willingness to contribute ideas that align with CTS's mission and program goals
- Proficiency with Google Workspace or Microsoft Office and comfort using online meeting and collaboration tools
- Commitment to inclusion, accessibility, and creating safe, welcoming experiences for youth from diverse backgrounds
- Willing to obtain a criminal record check and Vulnerable Sector Search

At CTS Youth Society, we are dedicated to creating an inclusive and diverse workplace. Appreciating differences in culture, gender, orientation, religion, beliefs, and abilities, we encourage all qualified applicants to apply.

Funding Requirements:

This position is dependent on funding through the Student Work Placement Program (SWPP). Applicants must meet the program's eligibility requirements. Please review the [SWPP eligibility requirements](#) before applying.

To be eligible, applicants must be:

- Registered as a domestic student at a Canadian Post-Secondary Education (PSE) institution;
- Enrolled and has started in their academic program before commencing a Work-Integrated Learning (WIL) placement;
- Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. International students are not eligible.
- Undertaking a placement that is recognized as work-integrated learning in connection with a course, degree, certificate, diploma, or other recognized



program offered by the institution. The placement can be required or optional, for credit or not for credit.

- In a full or part-time program from any program of study
- Not an immediate family member of the employer

Location:

Primarily remote, with occasional in-person work at [CTS headquarters](#) in Burnaby Lake Regional Park or other Metro Vancouver program locations.

TO APPLY: Email our Program Manager at info@ctsyouthsociety.com with your cover letter and resume as a pdf.

We appreciate the interest in this position of all who apply. However, only those selected to move on in the process will be contacted.