



## PROPOSED WORK CONTRACT

Between

DON BOSCO YOUTH LEADERSHIP CENTRE

And

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Dek Hockey Project Coordinator

(Version 1. February 23, 2018)

Responsible: Theo Vecera, Program Director  
11991 Pierre Baillargeon H1E-2E5 RDP  
514-648-6421 ylctheo@hotmail.com



## Contract application form 2018

### Outdoor Dek Hockey Project Coordinator

**Requirements:** Bilingual, sports-related experience, able to work independently and with groups, active leadership presence, social media savvy, ambitious, creative, knowledge in office/excel.

Name:		
Address:	Postal Code:	Do you live in R.D.P?
Email: (Print clearly)		
Home Phone:	Cell Phone:	Age:
College/University:	Program of study:	
Workplace:	Occupation/what do you do?	
The breakdown of the hours paid by the City for each year is: <ul style="list-style-type: none"> <li>• March to April: Approx. 25 hours a week.</li> <li>• May to September: 35 hours a week.</li> <li>• October to November: 15 hours a week.</li> <li>• <b>The possibility of shifting hours during the week is possible and/or having two people hired for the position (part-time status)</b></li> </ul>		
First aid certified? What type?	Sports experience/knowledge and/or leadership experiences:	
Were you referred By someone?	Name of person And position:	Phone:
Are you a present or returning YLC and/or camp staff?		Previous position(s):
Why are you interested in the position?		

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: Only those considered will be interviewed. Deadline to return application is Friday, March 9<sup>th</sup>, 2018. Potential candidates may be hired before the deadline. Please print and return to the YLC: 11991 Pierre Baillargeon. H1E2E5. 2<sup>nd</sup> floor. RDP 514-648-6421 ylctheo@hotmail.com*

1. Employer: Don Bosco Youth Leadership Centre  
11991 Pierre Baillargeon  
Montreal, Quebec H1E 2E5

Employee: \_\_\_\_\_

2. Job title: Dek Hockey Project Coordinator

3. The parties agree to the following:

**a) Job Description :**

Tasks & responsibilities in regard to Dek Hockey Project Coordinator as described in attached Job Description Document. Other tasks can be asked of the person according to need.

**b) Immediate Superior:**

Under the general authority of the DBYLC Director, Fr. Richard Authier, the employee's immediate supervisor is the Programme Director of the DBYLC, Mr. Theo Vecera.

**c) Values & Behaviour:**

The DBYLC is a non-profit youth community organization and has a specific mission which is to offer recreational, educational, leadership and moral formation to the young. The employee agrees to respect the DBYLC mission and values.

The employee agrees to abide by the Safe Environment Policy for the Protection of Children and to undergo a Police Check if 18 years of age.

**d) A Contract that compromises mostly of City of Montreal Funding:**

**- City of Montreal Funding:**

The source of funding is a 9 month grant from the City of Montreal, through the Department of Leisure, Sports and Social Development. This funding is \$20.00 per hour paid through the DBYLC. In the eventuality of this funding being withdrawn by the City, the DBYLC will consider this portion of the contract null and void.

**e) Length of Contract & Detail of Monthly Hours:**

This contract is in effect between the dates of Monday, March 12<sup>th</sup> and Friday, November 30<sup>th</sup>, 2018.

The breakdown of the hours paid by the City for each year is:

- March to April: Approx. 25 hours a week.
- May to September: 35 hours a week.
- October to November: 15 hours a week.
- The possibility of shifting hours is possible and/or having two people hired for the position (part-time status)

e) **Compensation:**

For the duration of this contract the hourly wage will be \$20.00 per hour.  
The employee will be paid every two weeks by direct deposit.  
The usual source deductions required by law will be deducted.

f) **Work Schedule:**

The work schedule is here attached, according to the months of the year.  
Any absences require the permission of the Programme Director.

g) **Sick Days:**

The employer accepts 3 days of sick leave without loss of salary for the duration of this contract. If these days are not taken, they are not reimbursed, accumulated or transferred.

h) **Public Holidays:**

Are those foreseen by the laws of Quebec and Canada.  
New Year's Day, the day following New Year's Day, Good Friday, Easter Monday, Victoria Day, June 24<sup>th</sup>, July 1<sup>st</sup>, Labour Day, Thanksgiving, Christmas Eve, Christmas, the day following Christmas, New Year's Eve.

i) **Social Holidays:**

The Quebec norms in regard to parental leave will apply to this contract.  
There will be a social holiday of one day for the employee without loss of salary on the occasion of marriage, the birth of a child, or the death of a member of his immediate family.  
The Director can grant other paid holidays in certain circumstances.

j) **Vacation:**

The employee will not have any vacation time during the period of time covered by this contract.

k) **Evaluation & Job Security:**

An evaluation will be carried out by the Program Coordinator twice during the duration of this contract.

In the event of a circumstance, as identified in said Evaluation, where a possible termination of employment is considered, the Employer will proceed as follows:

- 1) An initial written disciplinary warning will be administered; and
- 2) Should the situation repeat itself, a written cessation of employment will be given following the existing Work Code.

If the Employee wishes to terminate his/her employment through their own right, a letter signifying this intention should be submitted to the Director at least one month in advance of the provided termination date.



**JOB DESCRIPTION CONTRACT: DEK HOCKEY PROJECT COORDINATOR**

**Dek Hockey Project Coordinator (March 2018 to November 2018)**

1. Implement an effective and successful Dek Hockey program that encourages participation and interaction with the various youth cultures in our community and beyond.
2. Organize various special events/tournaments that put the Dek Hockey rink and its services in a high-profile position.
3. Assist in the development and coordination of a Dek Hockey summer service that is connected to the YLC's summer camp program.
4. Publicize the DEK HOCKEY rink and services to the local elementary and high schools and youth organizations in our community.
5. Develop a partnership with the local school and youth organizations in our community.
6. Develop and maintain a social media presence for the DEK HOCKEY PROJECT.
7. Have a regular presence in city meetings (selected) and contact with City officials in regards to the DEK HOCKEY PROJECT.
8. Develop a sponsorship and rental strategy to increase the operating budget and grant/funding research to hire some part or full time staff.
9. Be responsible for all City documents and their deadlines.
10. Ensure that written communication in French is verified and professional before implementing.
11. Implement an effective leadership development program for your staff (volunteers, contracted) that encourages accountability and opportunities to develop their work and life skills.
12. Stress the safety and fun factor of the DEK HOCKEY PROJECT.
13. Develop at least one ball hockey related fundraiser that benefits the YLC.
14. Develop at least one ball hockey related fundraiser that benefits the various youth organizations in our community (money can be shared between the various organizations and can be merged with the YLC fundraiser).
15. Be vigilant with the equipment and integrity of the Dek Hockey rink that it remains presentable and inviting to all those that use the rink.
16. "Other"

**Work hours: To be discussed in relation to contracted hours during particular months.**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					Special events	Special events

