

Prince Edward Island Division of The Duke of Edinburgh's International Award is seeking an Award Officer.

Are you passionate about helping Island youth? With over 1,300 active participants in PEI, The Duke of Edinburgh's International Award is looking to add an Award Officer to its team. The Award Officer position is primarily responsible for the delivery of the program to new and existing schools and community groups across PEI. The candidate selected will work directly with leaders to support The Award and provide presentations to promote The Award in both English and French.

Starting wage of \$14.00 per hour plus travel cost. This is a part-time position with a flexible weekday schedule. The candidate should be available to work mostly within the hours of 10am to 4pm while schools and community groups are open, September to June.

The successful candidate will work under the direction of the Executive Director to accomplish the following objectives:

- Promote The Award in both English and French to community leaders, groups and organizations serving youth
- Provide on-going support and training to new and existing Award Unit leaders, specifically in the use of the online record book
- Become an expert in The Award and how it operates in PEI and to demonstrate those qualities reflected in The Award
- Write reports and perform clerical work as required

Requirements

- Fluent in English and French
- Strong presentation skills
- Adept in Microsoft Word, Excel and PowerPoint
- Licensed driver with access to a vehicle and able to travel throughout PEI
- Provide a Security/Criminal Background Check upon request

Previous involvement with The Award is considered an asset. Award recipients and/or leaders are encouraged to apply.

The Duke of Edinburgh's International Award-Canada is an exciting self-development program available to all young people ages 14-24 equipping them with life skills to make a difference to

themselves, their communities and the world. To date over 500,000 young people from Canada and 8 million youth in 140 countries have been motivated to undertake a variety of voluntary and challenging activities.

Please submit your resume to pei@dukeofed.org Learn about The Award: www.dukeofed.org/pe