

I-REC Program Application



Youth 12-17

What is the I-REC Program?

The I-REC program is an abbreviated form of “I REcognize leadership”, an initiative to provide youth with the foundation to excel in job acquisition and performance, as well as active citizenship.

The I-REC program has 4 integral values to it: Integrity, Resilience, Excellence, and Camaraderie. The I-REC Leader program aims to develop these 4 integral values of leadership in youth, through providing job experience, national certifications, and exclusive training and seminars within a fun, safe, and supportive environment.

What We Provide

Outcomes

Integrity

- Seminars from community experts in financial literacy, inclusive practice, and scholarship, grant and bursary application
- Exclusive orientation and training

- Youth have the tools to become active citizens and create change
- Youth can excel within numerous job settings

Resilience

- Support, encouragement and opportunities for leadership development, through the provision of programming
- Ongoing feedback
- Application of knowledge through hands on experience

- Youth are adaptable
- Youth have the ability to problem solve independently and within a team setting
- Youth have confidence in their leadership abilities and embrace their skillset

What We Provide

Outcomes

Excellence

- Certification opportunities by National Organizations
 - Intermediate First-Aid and CPR-C
 - HIGH-FIVE Principles for Healthy Child Development
 - Coaching Association of Canada courses
- Reference letters upon completion
- Future job opportunities with CFMWS
- Certifications that meet national standards that are lifelong (Intermediate First-Aid and CPR-C must be recertified after 3 years)
- References for job and scholarship applications
- A potential to be employed with CFMWS (16+)

Camaraderie

- Work alongside youth from multiple districts
- Mentorship from current staff members
- Work alongside a varied team to create an inclusive environment
- Exclusive orientation and out trip to get to know all team members
- Youth have strong teamwork skills
- Youth will develop stronger ties to the community
- Development of connections among youth in the greater community
- Introduction and connection with organizations that provide grants and bursaries

I-REC Program Overview

What is the role of an I-REC Leader?

Our I-REC leaders will work directly alongside staff members to deliver our summer camp programming. I-REC leaders will always have a mentor staff member with them and will be encouraged to take a more active role in the program's leadership as they become more comfortable.

I-REC leaders must commit to attend orientation and at least two weeks of summer camp (Monday-Friday) and will be assigned weeks based on the availability stated on their application. Each week our camp will feature pool days, fieldtrips, unit tours, excursions, camp crafts, and games. Our I-REC Leaders' role is to help lead the activities through from set-up to takedown, working alongside staff to run programming for 10-12 children at a time! This means our I-REC Leaders are engaged in all the same camp activities as our campers.

Where does the I-REC Program run?

Pick-Up and Drop-off for all summer camp shifts will take place at the Edmonton Garrison Memorial Golf Course located at 298 Falaise Avenue, Lancaster Park, AB T0A 2H0.

I-REC Leaders must arrange their own transport to the Edmonton Garrison Memorial Golf Course. All transportation for excursions and fieldtrips will be provided and travel with participants is an expectation of our I-Rec Leaders.

What programming is exclusive to I-RECs?

This year we want to step I-REC up a notch, and create exclusive programming that I-Recs can participate in. This series of programs is in addition to the certifications offered within the program. The following are opportunities that we are currently working on developing for our I-RECs and are subject to change.

Experience the University of Alberta: I-RECs will get to see the behind the scenes of view of working at Foote Field, Tour U of A's North Campus and Saville Center, with team building sports at Foote Field! This will let the I-RECs get an opportunity to think about post-secondary and working within the recreation field, all transportation will be provided.

Youth Development Day: This event will take place at our Community Centre and will offer youth help with their personal development whether it be resume and cover letter building, financial literacy, or networking. We hope to connect the youth with other community organizations in the area! Our I-RECs will get to access this opportunity for free.

I-REC Program Structure and Cost

What is the cost of the I-REC program?

The cost of the I-REC program for the entirety of the summer is \$175. These fees will be reduced for returning members who already hold the offered certifications. The cost of returning members of the I-REC Program that still hold required certifications will only be \$75. Any candidates not selected for the program will be refunded the entirety of the fees.

The I-REC program is a not-for-profit initiative, where all costs will go towards their certification courses, swag, exclusive programming, as well as their costs covered on all fieldtrips and swimming days. I-REC participants will only pay for I-REC exclusive opportunities, which includes I-REC programming, and certification courses.

*Payment for the certification courses externally will result in higher costs. The cost of an Intermediate and CPR-C certification and Hi-FIVE alone is typically greater than \$250.

What do I-REC Fees Cover?

I-REC Leaders will receive:

- T-Shirt and Swag (Drawstring bag and potentially more apparel)
 - Certifications necessary to qualify for employment at CFMWS as a Rec Leader
 - Exclusive I-REC programming for free, including transportation (if applicable)
 - Covered costs for certification courses
 - Covered costs for fieldtrips and excursions
 - Job interview and interview feedback
 - Weekly Hot Lunch
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What do I-RECs Receive for Volunteering?

- Job experience
 - Volunteer hour tracking, which can be used towards work experience programs
 - One-on-one mentorship
 - References
 - Volunteer Dinner (Typically done in March/April of the following year)
 - Contributions to their community
 - Networking across peers in different municipalities
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Program Structure

Interview

All I-REC applicants will be given the opportunity to interview. The structure of the interview aims to provide youth experience with character and situational questions and provide youth the ability to gain confidence with interviews and receive feedback.

Orientation

I-RECs will go through a fun orientation which will give them the opportunity to learn and lead different games, meet one another, and a behind the scenes look at how our camp runs. The youth will also be run through behavior management and gain organizational knowledge. We aim to provide the youth general knowledge that is applicable to multiple worksites like WHIMIS, reports, and their worker's rights.

First Week at Camp

The first week is where we allow the I-RECs to settle into our camp format and shadow our most knowledgeable Rec Leaders.

They will be given the confidence and encouragement to lead small group games, and collaborate with other I-RECs in the delivery of programming.

Midpoint Check-in

This is a midpoint check-in is to offer a one on one connection point between I-RECs and their program supervisor. This check-in is aimed to ensure that I-RECs feel adequately supported, and their confidence in the skills reaffirmed. Together, the I-REC and their supervisor will generate an action plan for their next weeks of camp to push them further into a leadership role.

Second Week Onward at Camp

The following week(s) of camp is highly individualized to the I-RECs personal goals and comfort level. However, I-RECs will be offered opportunities to lead activities independently, with our staff acting as supporting members and managing participant behaviours. I-RECs will also be consulted to generate new program ideas or games that they can facilitate later in the week.

After Camp

I-RECs will receive their tracked volunteer hour sums, and their final evaluation. The final evaluation is structured to identify the I-REC's strengths and give them future guidance to push them keep developing their individualized areas for improvement.

How to Apply?

How to Apply?

1. Complete the following application
2. Ask leaders in your life for references (ex. teachers, coaches, employers, etc.)
 - a. References will be requested at the interview
3. Register at BKK.CFMWS.COM/EDMONTONPUB
 - a. Under Summer 2025, look under Youth -> Camps and Childcare
4. Submit the application
 - a. In-person at the Garrison Fitness Centre (185 Hwy 28A, Lancaster Park, AB T0A 2H0)
 - b. Scan and email your application to lo.elyssa@cfmws.com
 - c. Fill it out completely digitally

I-REC Leader Application Form



DEADLINE: MAY 25th, 2025 @ 23:55

What Next?

- Following your application you will be sent a link to book your interview time within 7 business days. Therefore, earlier applicants will get to select their time first
 - If you do not hear back within that period, please follow-up with your application.
- Interviews will occur in-person on May 26-28th in Lancaster Park.
- Please check your email frequently as all communications will be through email.

Questions?

Please contact Elyssa Lo at lo.elyssa@cfmws.com for any questions regarding the program or the application process.

I-REC Application

All * Questions Must be Completed

Full Name (First, Last)*

Birthdate (MM/DD/YYYY)*

Phone Number

Email Address & Parent/Guardian
Email Address*

Address (Street, City, Province) *

T-Shirt size (S-XL)*

Are you part of the
Extended community of the
CAF? (Yes/No)*

Are you a resident of
Sturgeon County?
(Yes/No)*

How many weeks do you
want to work? (Minimum
of 2) *

Retuning I-REC member?*

☐

Yes

☐

No

Please check off ALL of the following weeks you are available *

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Week 1
July 2-4, 2025

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Week 5
July 28- August 1, 2025

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Week 2
July 7-11, 2025

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Week 6
August 5-8, 2025

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Week 3
July 14-18, 2025

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Week 7
August 11-15, 2025

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Week 4
July 21-25, 2025

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Week 8
August 18-22, 2025

Do you confirm that you can attend an interview from **May 26-28, 2025 AND** attend MANDATORY Orientation on **June 21, 2025?** *

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What are your interests/hobbies? *

What skills and/or experience do you have that would help in leading children's recreational programs? *

Why do you want to be an I-REC Leader? *