

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 request
- 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 work directly alongside staff to deliver children's programming and events. I-REC leaders will always have mentor staff with them and are encouraged to take a more active role in the program's leadership as they become more comfortable.

Summer Camp (July-August)

I-REC leaders must commit to attend an 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.

Year-round Programming

I-REC leaders must commit to attend a orientation and at least two evenings a month and can sign up for shifts based on their availability. We offer 100+ recreational programs including physical, fitness and cultural programming. 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!

Where does the I-REC Program run?

Pick-Up and drop-off for all shifts will take place within Lancaster Park. We often run our programs out of the Edmonton Garrison Fitness Centre, the Community Centre, Guthrie School and the Edmonton Garrison Memorial Golf and Curling Club.

I-REC Leaders must arrange their own transport to and from the program site.

What programming is exclusive to I-RECs?

Each year we try to create exclusive programming that I-RECs can participate in. This programming is in addition to the certifications offered within the program. We have previously offered seminars on job acquisition, and post-secondary program planning.

I-REC Program Structure and Cost

What is the cost of the I-REC program?

The cost of the I-REC program for the year 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's fees go towards certification courses, swag, hot lunch, exclusive programming, as well as covering their costs on all fieldtrips and swimming days.

*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 (Summer Camp ONLY) and Swag (Drawstring bag and potentially more apparel);
- Certifications necessary to qualify for employment at CFMWS as a Rec Leader;
 - Intermediate First Aid & CPR-C, High-FIVE Principles of Healthy Child Development, and access to NCCP courses.
- Exclusive I-REC programming for free;
- Covered costs for certification courses; &
- Job interview and interview feedback.

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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Season Year Program Structure

Interview

All I-REC applicants will be given the opportunity to interview, returning I-REC members will have the option to opt out of an 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. Returning I-REC Leaders, will have the option to complete one.

Orientation

I-RECs will go through an orientation which will give them the opportunity to learn about our facility programs, policies and procedures. 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.

Evening Programs

Each season our Community Recreation department offers over 300+ programs each week in the evenings and weekends. Our I-RECs will work directly with our Recreation Leaders and supervisors of the facilitation of cultural, physical, and fitness programming. All I-RECs will be provided ongoing feedback and support as they are encouraged to take on greater leadership within the programs.

Special Events

CFB Edmonton hosts multiple special events throughout the year, ranging in attendance from hundreds to thousands of patrons attending each event. I-RECs will get the opportunity to help out and facilitate these events (optional).

Personal Development Opportunities/Certifications

Certification courses for I-RECs to obtain their Standard First Aid + CPR-C and High FIVE Principles of Healthy Child Development will be held throughout the year. Youth will also have the opportunity to partake in other I-REC exclusive initiatives and events scattered throughout the year.

Summer Camp 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 online!



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
5. Applications will be processed and selection will occur based on need, we highly encourage early application. Individuals who are part of the CAF extended community will be given priority.

DEADLINE:

SUMMER INTAKE: June 4, 2026

WINTER INTAKE: January 4th, 2027

What Next?

- Following your application, you will be sent a link to book your interview time prior to the next intake deadline. Therefore, earlier applicants will get to select their time first
 - If you do not hear back within 7 days following the nearest intake deadline, please follow-up with your application.
- Interviews will occur in-person 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

Retuning I-REC member?*

Yes

No

Parent/Guardian Email Address*

Email Address

Address (Street, City, Province) *

Are you a resident of
Sturgeon County? *

Yes

No

Are you part of the
Extended community of the
CAF?*

Yes

No

T-Shirt size (S-XL)*

Adult Unisex

S

M

L

XL

Please check-off what time frame you want to volunteer for? *

Year-round Program Involvement
(June - June / December - December)

Season Year (September - June)

Summer Only (July - August)

For those who are interested in year-round program involvement or summer only, please fill your availability below:

SUMMER CAMP

(July-August)

Please check off ALL of the following weeks you are available

*No Summer Camp on July 1 or August 3, 2026

Week 1
June 29- July 3, 2026

Week 5
July 30- August 1, 2026

Week 2
July 6-10, 2026

Week 6
August 4-7, 2026

Week 3
July 13-17, 2026

Week 7
August 10-14, 2026

Week 4
July 23-28, 2026

Week 8
August 16-20, 2026

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? *