

SOUTH ESSEX COMMUNITY COUNCIL
INTERNAL POSTING
POSITION DESCRIPTION
Job Posting #2022-31-EXTENDED

POSITION TITLE: Ignite Academy-Youth Worker (Permanent Part-Time) (4 positions, 2 English language, 2 French/English bilingual)

POSITION SUMMARY: Under the general supervision of the Children and Youth Services Department Coordinator and the Ignite Academy Project Leader, the Youth Worker assumes the following responsibilities:

- Execute all planned facilitation activities along with assessment and evaluation tools
- Facilitate program group sessions and maintain accurate records of attendance and volunteers' hours
- Assist in the development of a safe and healthy learning environment for the participants
- Ensure all program goals and objectives are being met
- Assist in providing mentorship support to the youth
- Assist youth with their homework assignments, projects, testing, exams, etc.
- Provide mentorship support for the participating youth, fostering the academic, emotional and social development of participating youth
- Prepare healthy snacks for participants as per program guidelines, accommodating dietary restrictions as needed
- Setting up and tidying up of facility each day before and after the end of the group session, ensuring that all equipment is stored away properly
- Purchase materials, snacks and supplies for programming as required and submitting appropriate documentation for reimbursement in a timely manner
- Maintain security of confidential information and records
- Assist with the promotion of the program group sessions on traditional and social media for client and volunteer recruitment purposes
- Prepare monthly reports and program statistic data, monitoring the program's progress as per funding agreement
- Provide general administrative and clerical support to the Program Coordinator
- Keep the immediate supervisor up to date with all issues and concerns with the program
- Participate in regular program, team and organization meetings as required
- Attend relevant community meetings and events as required
- Attend professional development opportunities as required
- Participate and attend outreaching activities as required
- Other duties as assigned

EDUCATION REQUIREMENTS AND RELATED WORK EXPERIENCE

- University Degree or Community College Diploma in Education, Social Worker, Child and Youth Care or related disciplines
- AND**
- One to three years of demonstrated experience working with children and youth

ADDITIONAL SKILLS

- Strong computer skills including Microsoft Word, Access, PowerPoint and Excel, virtual platforms such as Zoom, and Social Media
- Excellent verbal and written communication skills
- Ability to speak a second language preferred, French and English required for bilingual positions
- Leadership skills
- Group facilitation skills

- Planning and organization skills

EXPECTATIONS

- Provide courteous, supportive and professional service at all times to clients, employers, coworkers and community partners
- Be attentive to detail and able to meet deadlines
- Work as part of a team and contribute to the smooth operations of the program
- Keep accurate and up-to-date program statistics
- Able to work in a busy and changing environment; capable of multi-tasking and of dealing with constant interruptions
- Communicate effectively and in a timely manner with clients and front-line staff
- Understand the mandate of the program and effectively communicate that mandate to clients, employers and community partners
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

HOURS AND SALARY

- 0-23 hours per week (Monday to Thursday after school hours)
- Flexible schedule depending on the needs of the program which will include some evening and weekend shifts
- \$24.00/hour, as per the CUPE Local 4523 Collective Agreement

Internal/External Posting *Without Prejudice*

Please submit resumes by 4:30 p.m.
Sunday, August 7, 2022
Jennifer Moore
Manager of Human Resources

PLEASE NOTE:

Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity.
- Should you require an accommodation at any part of the application or interview process, please advise the Manager of Human Resources