



<b>Job Title:</b>	<b>Summer Program Coordinator</b>
<b>Reporting To:</b>	Executive Director
<b>Location:</b>	574 Watt Street
<b>Contracted Hours:</b>	Full time Position
<b>Contract:</b>	Summer program (July and August)
<b>Job Purpose:</b>	
<p>The Youth Worker is a competent, vibrant, resourceful individual who can meet the challenges of working with a culturally diverse group of children and youth and has experience, enthusiasm and energy to work with young people.</p> <p>Our summer program provides exciting, new and alternative opportunities for learning, transforming the aspirations and educational outcomes of our students.</p> <p>The youth Worker role is to help students develop and strengthen academic, physical, social skills, settlement, by providing information and orientation. Incumbents will be responsible for providing academic tutoring, enrichment programming (i.e. poetry, art, drama, field trip, and leadership), organizing, and providing recreation activities. Incumbents will work under the direction of the Program coordinator.</p>	
<b>Key Responsibilities:</b>	
<ul style="list-style-type: none"> <li>➤ Assess the needs of young people, plan, link and deliver programs related to areas such as life skill development, health and fitness, integration, and education.</li> <li>➤ Implement and enforce rules and behaviour expectations. Work through conflict situations calmly, with the goal of developing respect and mutual understanding.</li> <li>➤ Mentor and support youth to facilitate personal, social and educational growth in young people as well as encourage greater social inclusion.</li> <li>➤ Build positive relationships/rapport with youth to encourage healthy lifestyle alternatives.</li> <li>➤ Build positive relationships with related community agencies/partners of settlement agencies.</li> <li>➤ Overview all data for case records and reports, including the incident report.</li> <li>➤ Develop the daily calendar and activities and make sure the implementation of the plan.</li> <li>➤ Other duties as required and assigned by the program manager.</li> <li>➤ Prepare and plan field trips and special events.</li> <li>➤ Keep accurate daily records of participants; assist in administrative tasks as assigned.</li> <li>➤ Maintain appropriate statistical information for monthly reporting purposes.</li> <li>➤ According to current professional standards, document significant interaction with youth and children while maintaining appropriate documentation in relevant logs, filing, and complete incident reports when required.</li> <li>➤ Supervision and safety of participants in daily activities and field trips</li> </ul>	



**Qualifications:**

- A minimum Secondary School Diploma is required.
- Two (2) years of direct experience in working with children and youth from different background.
- Knowledge of settlement services and other services providing agencies that work with newcomer children and youth in Winnipeg.
- Knowledge/understanding of the stages, process and milestones of normal development of children from birth to adolescence.
- Knowledge of dynamics and issues facing newcomer children and youth.
- Excellent interpersonal skills.
- Excellent written and oral communication skill.
- Strong organizational and administrative skills.
- Sound computer skills and team player
- Demonstrated proficiency in crisis intervention, conflict resolution, mediation and problem solving.
- Proven ability to work with high need children and youth from diverse cultures.
- Ability to deal with highly sensitive and personal information and maintain the appropriate safeguards for the confidentiality of agency information and client records.
- Must provide a clear Police Records Check with Vulnerable Sector Check and child abuse.

Applications will be accepted until June 20, 2023. We thank everyone for applying. Only those selected for interviews will be contacted.

PLEASE SUBMIT COVERING LETTER, RESUME AND THREE REFERENCES VIA EMAIL

Email: [rahmacyc@gmail.com](mailto:rahmacyc@gmail.com)