



Support, every step of the way

JOB POSTING

Job Title: Youth Worker

Job Posting #: 861

Program: Teen Drop-in Program

Effective Date: ASAP

Posting Date: September 29, 2017

Status: part-time; temporary; Union

NOTE: This is a temporary part time position until June 2018

PURPOSE: Assisting with the Operations of the Teen drop in program.

DUTIES:

1. Welcome and interact with participants, be approachable and provide information and referrals as appropriate.
2. With the support of the program Manager, develop and implement recreational, social, and educational programming.
3. Encourage participation from youth in developing activities that interest them.
4. Develop and implement Youth programs on and off-site, particularly group work activities, with the approval of the Manager.
5. Participate in and coordinate the making of snacks and other cooking activities.
6. Be an active participant, engaged and role model for the youth.
7. Enjoys and skilled at engaging with youth.
8. Experience developing program activities that youth want to participate in.
9. Participate fully in staff and in-service meetings.
10. Be responsible for statistics, reports, etc. as required.
11. Be responsible for filling out cheque requisitions, cash expense statements, time sheets, and grocery orders and forwarding to the Manager for approval in a timely manner.
12. Participate in professional development activities as required.
13. Participate in regular supervision meetings with program manager.
14. Follow agency and program policies and procedures.
15. Other duties as assigned.

QUALIFICATIONS:

1. Minimum of C.Y.W., S.S.W., Rec. leadership diploma or a degree in a related discipline.
2. At least two years experience working with urban core youth.
3. Experience and sensitivity in working with a multicultural community.

4. Advance computer skills.
5. Some experience in Food Preparation and Food Safe Handling practices.
6. Fluency in other languages an asset.
7. Good communications skills.
8. Must be willing to work flexible hours.
9. Non violent crisis intervention and 1st aid/CPR training.

Competencies

Customer Service

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity
3. Values and respects the internal and external customers to the organization

Accountability

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Believes, respects and adheres to the vision, mission and values of Wesley Urban Ministries

Commitment

1. Demonstrates an understanding of Wesley Urban Ministries Mission, Vision and Values through service delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services

Please send resumes to: hr@wesley.ca

Wesley Urban Ministries is an equal opportunity employer which embraces diversity. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at www.wesley.ca