



## EXTERNAL JOB POSTING

**Job Title:** Youth Worker

**Job Posting #:** 988

**Program:** Wesley Youth Centre

**Effective Date:** September 2018

**Posting Date:** July 20<sup>th</sup>, 2018

**Posting Closing:** July 27<sup>th</sup>, 2018 @4PM

**Status:** part-time; temporary; Union; evenings

**NOTE:** This is a temporary part time position until June 2019

**PURPOSE:** Assisting with the Operations of the youth centre - 2 locations ( *formerly Teen Drop in* )

### DUTIES:

1. Welcome, interact and be approachable and provide information and referrals as appropriate.
2. Monitor youth and ensure the safety of all participants and staff at all times and following building regulations regarding access and expected behaviours.
3. Ensure a welcome environment for all youth, irrelevant of their gender, language, race, religion, sexual orientation, etc.
4. With the support of the program Supervisor/Manager, develop and implement recreational, social, and educational programming.
5. Encourage participation from youth in developing activities that interest them.
6. Develop and implement Youth programs on and off-site, particularly group work activities, through proper process in place.
7. Participate in and coordinate the making of snacks and other cooking activities.
8. Be an active participant, engaged and role model for the youth.
9. Enjoys and skilled at engaging with youth.
10. Experience developing program activities that youth want to participate in.
11. Participate fully in staff and in-service meetings.
12. Be responsible for youth signing into the program, registration forms, statistics, Incident reports, etc. as required.
13. Be responsible for filling out cheque requisitions, cash expense statements, time sheets, and grocery orders in a timely manner.
14. Participate in professional development activities as required.
15. Participate in regular supervision meetings with program supervisor or manager.
16. Follow agency, City and HWDSB policies and procedures including notifying the next level of supervision as appropriate.
17. 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 1<sup>st</sup> 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

#### **Commitment**

1. Demonstrates an understanding of Wesley's 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](mailto:hr@wesley.ca)

Wesley 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](http://www.wesley.ca)