



Job Title:

Child & Youth Program Coordinator 1-year contract

Position Type:

Full-time 35 hours per week, (with the intent of a permanent position if all parties are in agreement). Varying work schedule, including every other daytime Saturday and afternoon/evenings

Education/Experience Requirements:

- Post-secondary diploma or degree related to Recreation and Children and Youth with a minimum of 1 year experience working in a youth setting.

Position Requirements:

- Excellent verbal and written communication skills
- Proficient in the use of computers and various software and social media applications
- Be flexible, highly organized, and a self-starter, working independently with minimal direction
- Use a trauma-informed non-judgmental approach
- Have knowledge of community resources an asset
- Be able to problem solve, manage time well, and be able to prioritize responsibilities
- Have reliable transportation
- Clean Vulnerable Police Records Check
- CPR and First Aid certificate

Job Responsibilities:

- Provide participant-initiated opportunities for social, educational, and recreational programs for children, youth, and their families at the Community Hub and community spaces.
- To provide a safe and positive environment that the children and youth can contribute to and grow from
- To review the programs and provide input into the evaluation of the programs using data collected
- To promote the Community Hub throughout the community including school contacts, posters, media, etc.
- To stay informed on current children/youth issues and events
- Participate in and/or implement training and events to best support children/youth

- To maintain a clean and organized environment, and to ensure all equipment/electronics are in working order
- To work cooperatively with other facility user groups to allow for all program needs to be met
- To communicate effectively with the Event & Marketing Coordinator at WCS with any new or changed information, and/or gaps in services

General Responsibilities:

- To be an active member of the Woolwich Community Services team
- Comply with the mission, vision, and values of the WCS
- Comply with all WCS policies and procedures
- Participate fully in staff meetings and agency functions
- To be an active participant in fundraising efforts for WCS
- Participate in professional development opportunities as they become available
- Complete all program statistics and reports as required
- Create and update a “how to” job task manual
- Train, support, schedule, and celebrate program volunteers
- Obtain and keep current all certification requirements for the position
- Support staff in meeting community requests
- Complete AODA training
- Other duties as assigned.

Details:

- Wages are \$22.28/hr, 35 hours per week, 2 weeks paid vacation, paid sick days, mileage paid, benefits after 3 months, and RRSP matching plan after 1 year. It is a contract with the intent of a permanent position if all parties are in agreement.
- Expected start date is as soon as possible

Are you looking for a rewarding job providing youth with safe, supervised opportunities to explore and grow into healthy individuals? We are looking for you! Apply as explained below!

Resumes are due by noon on November 11th, 2024, to Kelly Christie, Executive Director, 5 Memorial Ave, Elmira, ON N3B 2P8; fax 519-669-4210; or by email to woolwichcommunityservices@yahoo.com

Woolwich Community Services is committed to employment equity and providing equal opportunity for people with disabilities. We encourage applications from people representing the diverse communities we serve, and if requested, we modify our recruitment and hiring processes to make accommodations that are responsive to applicants' needs.