



Youth Program Assistant (KYC)

Term: on call during the school year, and term until June 27, 2018

Hours: 4-5:45 pm, Program is usually held Monday-Thursday with occasional weekends

Reports to: Child and Youth Program Manager

Position Summary: The Youth Program Assistant (in the Keeping Youth Connected Program), assists the Lead Youth Worker in fostering positive study habits, assists with homework completion and implementing social recreation, leadership and other activities for youth in a low-income housing community, using a non-judgmental approach and positive behaviour guidance strategies.

Main Responsibilities

- Assist with outreach activities to at-risk children, youth and their families including identification of needs and interests
- Assist with the development and implementation/facilitation of the KYC program that develops self-confidence, social and life skills of participants while maintaining a professional attitude and appropriate professional boundaries
- Assists with the development/implementation of special projects and workshops that meet the deliverables of the project
- Promotes community volunteerism and recognizes volunteers
- Creates a supportive environment for youth to address barriers they may be experiencing
- Provides information about access to community resources for participants
- Supports Community House Executive Director, Child and Youth Program Manager, Lead Youth Worker, volunteers, and clients
- Ensures participants complete homework, receive healthy snacks and sign in and out each day
- Adheres to the Caldwell Family Centre's Mission, Values, Policies and Procedures (including Behaviour Guidance, Reporting of Child Abuse, Incident Reporting and Outdoor Play Policies)
- Other duties as assigned
- Ensures participants are supervised at all times; ensures safety and cleanliness of program areas

Qualifications

- Ability to work flexible hours is mandatory; position involves regular evening and occasional weekend work
- Post secondary education in health or social services, child and youth worker program, or equivalent combination of education and a minimum of 1 year relevant experience
- Training and experience in-group facilitation and leadership development
- Experience working with high-risk youth, and knowledge of related community resources
- Excellent communication skills
- Fluency in English is essential, French and other languages are desirable
- Proficiency in the use of computers and various software applications
- Valid First Aid and CPR (level C) required