



## **YouthForce Community Coordinator, Summer 2026**

***(Team Building, Mentorship & On-Site Support)***

YouthForce is a community-based employment program operated by Kinbridge Community Association that offers job-skills training, personal and professional development opportunities, and meaningful work for youth (ages 15-30), with a focus on young people facing barriers to the mainstream workforce.

### **Position Overview**

Kinbridge Community Association is hiring a **YouthForce Community Coordinator** for the YouthForce Summer Employment Program, delivered in partnership with Waterloo Region Housing (WRH).

This role is highly people-centred and field-based, with a strong focus on **team building, mentorship, and daily job site presence and quality assurance for Team Members and Supervisors**. The Community Coordinator will play a key role in supporting youth well-being, strengthening team culture, resolving day-to-day challenges, assuring quality of work and helping youth build confidence, skills, and positive work habits.

The Community Coordinator works closely with YouthForce Supervisors and youth employees across multiple housing sites and collaborates with the YouthForce Operations Coordinator and Project Leads. This position is supervised by Kinbridge's Social Impact Manager and contributes to broader community development initiatives led by Kinbridge.

### **Key Responsibilities**

#### **Youth & Team Support**

- Be present on job sites daily to support youth employees and Supervisors.
- Provide coaching, mentorship, and encouragement to youth, using strengths-based and trauma-informed approaches.
- Support youth with conflict resolution, communication challenges, and workplace expectations.
- Foster a positive, inclusive team culture focused on belonging, accountability, and growth.

#### **Team Building & Engagement**

- Lead team-building activities and reflection sessions that strengthen relationships and communication.
- Support youth leadership development by encouraging peer mentoring and collaboration across teams.
- Help create a sense of pride, ownership, and connection to the community through daily interactions.

#### **Training & Skill Development**

- Support the planning and delivery of professional and personal development workshops.
- Reinforce training concepts on job sites, helping youth apply skills in real-world settings.
- Support attendance, participation, and engagement in training and work activities.

#### **Community & Partner Relationships**

- Build positive relationships with housing tenants, WRH staff, and community partners.
- Support respectful engagement between youth teams and residents.
- Represent Kinbridge positively in the community and contribute to trust-building efforts.

#### **Program Support & Communication**

- Communicate daily observations, concerns, and successes to the Social Impact Manager and Operations Coordinator.
- Help identify youth who may need additional support or referrals.
- Support language survey engagement and culturally responsive interactions as needed.

## Preferred Experience & Qualifications

- Must be legally eligible to work in Canada
- Experience working with youth in employment, recreation, education, or community-based programs
- Strong relationship-building, communication, and conflict resolution skills.
- Comfortable working on multiple community sites and providing daily, hands-on support to teams.
- Understanding of inclusive, strengths-based, and trauma-informed approaches.
- Ability to work in a fast-paced, outdoor, and dynamic environment.
- Strong written and verbal communication skills.
- Interest in community programs, youth employment, and social impact work.
- Must be 18 years of age or older due to site access and supervision protocols.
- Willing to complete Police Record Check with Vulnerable Sector Scan.
- Willing to complete Standard First Aid & CPR (training provided if needed).

## Employment Details

Working Conditions	Details
<b>Job Type</b>  <b>Contract Length</b>  <b>Salary</b>	Seasonal, 35 hours/week  16 weeks (May-August)  \$21.00-\$24.00/hr (based on experience)  Expected Start Date: May 4, 2026 Expected End Date: August 28, 2026
<b>Work Location</b>	200 Christopher Drive, Cambridge - along with other community partner locations and YouthForce job sites throughout the Waterloo Region.
<b>Travel requirements</b>	A valid driver's license and daily access to a personal vehicle for work use are required. Must be willing to travel between work sites and store materials and supplies. Mileage provided by YouthForce.
<b>Schedule</b>	Monday - Friday, 9:00 AM - 5:00 PM (May & June) 8:30 AM - 4:30 PM (July & August) Some flexibility required for occasional evenings or special events

YouthForce and Kinbridge Community Association are committed to hiring people who are representative of the diverse populations we serve, and we strongly encourage qualified applicants from varied backgrounds to apply and to self-identify in their cover letters.

All applicants are welcome, but priority is given to those with lived experience in Waterloo Region Housing and affordable housing communities.

## Application Instructions

***To be considered, applicants must submit a resume and cover letter outlining their experience working with youth and why they are interested in community-based employment programming, along with the completion of the screening questionnaire that will be sent to you after your application is received.***

Please send your resume and cover letter to [youthforce@kinbridge.ca](mailto:youthforce@kinbridge.ca)

Every application is thoughtfully reviewed by a member of our hiring team. We do not use AI or automated systems to screen candidates.

**Deadline:** Friday **Mar 13, 2026** at 5:00 PM.

