



**JOB DESCRIPTION: Keeping Youth Connected (KYC)-SUPPLY Lead Program Worker
(for 12-15 year olds)**

Reports to: Child and Youth Program Manager; on-call basis

Job Summary

The Keeping Youth Connected-Lead Program Worker, in collaboration with a Program Assistant, is responsible for the overall planning and implementation of after school programming for 12-15-year-olds, using a non-judgemental approach & positive behaviour guidance strategy. The Lead Program Worker ensures the program includes the required hours for leadership, homework & social recreation activities and helps facilitate youth completion of community service hours and helps foster community awareness and connectedness.

Job Specific Responsibilities

- Performs outreach activities to at-risk children, youth and their families including identification of needs and interests (prior to program start-up)
- Develops and implements/facilitates a community-based leadership and mentoring program and workshops that develop the self-confidence, social and life skills of participants Identifies needs and interests of participants and ensure participants have input into program planning
- Provides a weekly schedule of activities to the Program Manager
- Develops/implements special projects and workshops that meet the deliverables of the project
- Facilitates project activities related to youth and family needs
- Facilitates youth completion of community service hours and helps foster community awareness and connectedness. Supports advocacy and increases awareness around youth issues
- Creates a supportive environment for youth to address barriers they may be experiencing
- Provides information about access to community resources for participants
- Liaises with parents, schools and community organizations
- Submits petty cash receipts monthly; maintains confidential storage of program participation forms, crisis interventions/referrals
- Submits attendance and activity sheets (including referrals) to the Program Manager daily
- Supports the Executive Director, program assistants, volunteers, and clients
- Contributes to interim as well as final reports (via participant online surveys, providing participant success stories, providing photos of special events/activities) to the Program Manager on an on-going basis

Qualifications

- Ability to work flexible hours is mandatory; position involves regular evening and occasional weekend work
- Degree or diploma in health or social services, child and youth worker program certificate, ECE, Recreation or equivalent combination of education and 2-3 years 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 and French is essential, other languages are desirable
- Valid driver's license and access to a vehicle an asset
- Proficiency in the use of computers and various software applications
- Valid First Aid and CPR (level C) required

Email cover letter and resume to: programs@caldwellcentre.ca No phone calls please.