

JOB POSTING: Youth Drop-In Leaders Casual (1-2 shifts a week)

Who are we?

With a vision of a vibrant, connected community, Parkgate Society (PS) creates opportunities for people in our community to *live life better*. We support this vision through the development of a unique and diverse blend of accessible low-cost and no-cost programs and services, created in direct response to community needs, primarily serving children, youth, families, and seniors. Governed by a volunteer Board of Directors, staffed by over 100 dedicated employees, and assisted by many volunteers, our diverse and welcoming team are committed to making Parkgate Society a welcoming and inclusive community services organization.

What's the job?

We are looking for engaging and proactive Youth Services Leaders to work at our Youth Centre Drop-Ins and Preteen Dances. The main objective is to connect and support youth in a safe environment. This is ideal for individuals looking for more experience/opportunities to work with youth. The ages of youth range from preteens (10yrs-12yrs) to teenagers (13yrs-18yrs).

What will you do?

Under the direction of the Youth Centre Coordinator, the Youth Drop-in Worker will:

- Showcase excellent interpersonal skills; ability to engage with a wide variety of personality types;
- Facilitate and lead activities connecting youth and sharing information with them about events and programs at Parkgate Society;
- Participate in activities and oversee the smooth running of the drop-in program while also maintaining accurate and up-to-date written reports as requested;
- Maintain team communication through emails, check ins, staff debriefs and meetings;
- Prepare sign-in sheets;
- Provide support to fellow members of the Drop-in Team at the Youth Centre and assist with the general delivery of drop-in services;
- Provide direction to Parkgate Youth Outreach Services and provide resources pertinent to youth in need of support;
- Participate in out-trips, camps, community events and Parkgate Preteen Dances;
- Have the flexibility to be able to work (1-2) days a week on evenings, and some Saturdays; and
- Work other duties as assigned- prepare snacks for drop-in, general cleaning and tidying of drop-in space.



Who are we looking for?

- Post-secondary education in child and youth work and/or 1 year of experience working with children or youth
- Strong organizational skills: paperwork, keeping track of keys, etc.
- Exceptional aural/verbal/non-verbal/written communications skills: a willingness to reach out to youth without formal introductions and open to giving and receiving feedback;
- Pass a Vulnerable Sector police check;
- High literacy in current youth culture(s) and an understanding of the unique dynamics that exist with youth and the community;
- Flexibility and ability to work within a team approach to service delivery and with youth;
- Take initiative and respect for confidentiality;
- Demonstrated understanding, and commitment to, integrating the Parkgate Youth services Mission and Values into practice through service and relationships;
- Demonstrated understanding of workplace health and safety practices and understanding of an employee's responsibility under current legislation;
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and ability to build strong internal relationships;
- Able to work Friday and Saturday evenings; and
- Current First Aid (with CPR), Foodsafe and High Five training are all valuable assets; a willingness to get all of the above in the first 90 days of employment is required. A willingness to take Nonviolent Crisis Intervention training.

Hourly Wage: \$18.20 per hour

Please forward your resume and a brief bio by email to nrivard-morton@parkgatesociety.ca We thank all candidates for applying, and will contact potential applicants through a phone call or email.

