



**** EMPLOYMENT OPPORTUNITY ****
(Part time –Permanent)

POSITION: Child and Youth Program Leader

PROGRAM: Chandler Mowat Community Centre

PROGRAM: Chandler-Mowat is a neighbourhood community development program that aims to improve the quality of life and well-being of neighbourhood residents. A wide range of programs and services are provided at the Chandler-Mowat Community Centre for neighbourhood residents of all ages.

PURPOSE: To assist in the planning and implementation of programs for children and youth at the community centres.

GENERAL RESPONSIBILITIES:

1. To plan and implement programs for children and youth at one or more of the community centres
2. To lead activities and supervise the children and youth who participate in the programs
3. To complete administrative tasks such as keeping attendance records, written program plans, reports and other documentation as required
4. To work in a safe and healthy manner
5. House of Friendship organization responsibilities

QUALIFICATIONS:

1. Previous experience working with children and/or youth and with volunteers
2. Experience in program planning and implementation
3. Strong leadership, communication and interpersonal skills
4. Must be able to be assertive when appropriate
5. Good organizational skills
6. Ability to work effectively with people from various abilities, life situations and cultural backgrounds
7. Ability to work effectively as part of a team
8. Ability to work independently with minimal supervision
9. Interest in and understanding of community development principles
10. Preference will be given to applicants with some academic background in social sciences, social work or recreation
11. Current Standard First Aid certificate
12. Satisfactory Police Records Check for Service with the Vulnerable Sector
13. Commitment to understand and uphold the mission and values of House of Friendship is expected

POSITION DETAILS:

- Average of 5-18 hours a week, depending on seasonal programming schedules and availability
- Majority of hours are worked weekdays and/or evenings Monday to Friday

PLEASE SUBMIT COVER LETTER AND RESUME TO:

Janine Stanic, Program Coordinator, Chandler Mowat Community Centre
janines@houseoffriendship.org

APPLICATION CLOSING DATE: **August 27, 2017**

POSITION START DATE: **September 2017**

We thank all applicants. Only those selected for an interview will be contacted