

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2021-178

Position Title: Part-Time Assistant Youth Resource Outreach Worker	
Department: Child and Youth Services	Status: Regular Part-time, CUPE 7797
Hours Per Week: 20	Contract Dates: N/A
Reports To: Manager, Child and Youth Services	Hourly Rate: \$21.56
Posting Date: September 14, 2021	Closing Date: September 20, 2021

GENERAL DESCRIPTION: To assist in the development and delivery of programming and outreach services for the KickStart program, in order to contribute to the positive health and academic outcomes of the participants. The Kick-Start program is an afterschool homework, recreational and healthy lifestyle program for children aged 7-12 and youth aged 13-18, providing participants with a safe, positive place to meet, interact and do homework. This position reports to the Manager, Children & Youth Services and is part of **CUPE LOCAL 7797**.

MAJOR DUTIES:

- Promote and conduct outreach, as well as participate in community outreach activities to engage children and youth in the Taylor Massey priority neighbourhood to promote child and youth wellness; including children and youth with disabilities and from diverse communities. (Aboriginal, racial, cultural, sexual orientation, etc.)
- Assist the KickStart team in the development and facilitation of age and culturally appropriate program activities and workshops promoting healthy lifestyles and choices for participants of the KickStart program and their parents.
- Supervise and ensure a safe environment for KickStart participants, assist them with homework, facilitate physical fitness programs and maintain the staff to participant ratio as directed.
- Provide general information and referral services and assist in advocating for participants and parents on recreation, education, health, housing, pre-employment and other services.
- Promote the programs, events and services of TNG.
- Assist in the recruitment and training of volunteers in mentoring and assisting children and youth with schoolwork, healthy lifestyle choices and physical activities.
- Prepare healthy snacks and drinks as per Canada's Food Guide, following safe food handling guidelines.
- Maintain accurate administrative records and statistics, and perform clerical functions to support volunteer coordination.

REQUIREMENTS & QUALIFICATIONS:

- Child and Youth Worker Diploma or equivalent education and experience.
- One or more years of related professional experience working with children aged 7-12 and youth aged 13-18
- A basic knowledge of Microsoft Office, and familiarity with keeping information in a database manager
- Knowledge of and sensitivity to the life experiences and needs of the child and youth communities combined with previous community development experience
- Food handling certification would be an asset
- First Aid and CPR certification would be an asset
- The ability to facilitate program activities and workshops for children and youth at all levels of athletic ability and for those with physical, sensory or intellectual disabilities
- The ability and willingness to lead and participate in active play
- The skill and patience to deal with, resolve and/or refer the concerns, conflicts and issues expressed by clients, staff, volunteers, and others.
- The willingness and flexibility to alter work schedules and regular duties to accommodate uncommon needs of the department and/or the agency
- The physical strength, stamina and ability to undertake frequent light to moderate lifting, occasional heavy lifting, and frequent walking, bending, stretching and pulling
- Training in High Five's "Principles of Healthy Child Development."

For a complete job description please contact Human Resources.

To apply, submit your resume and cover letter with "TNG2021- 178" in the subject line of your email to: careers@tngcs.org

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement

