Collingwood
Neighbourhood House

August 15, 2011

External/Internal Posting - #CS15-11-01
Youth Settlement Programs Leader (Part Time – Term Certain)

JOB OVERVIEW

Under the direction of the Youth Services Coordinator, the Youth Settlement Leader will be involved in the development, facilitation, organization, implementation and evaluation of newcomer youth focused orientations, life-skills workshops and community connections programming. Youth Settlement programming will be focused on several areas, such as, exploring and learning about the Community, multicultural awareness, communication, life skills, inclusion, anti-racism/bullying, leadership development and self-esteem/ support development. Programming will take place at Collingwood Neighbourhood House and local schools. The Youth Settlement Leader will also recruit, train and provide direct leadership for volunteers.

This position will run till June 30th, 2012, with the possibility of extension for up to 3 years. Hours per week are still to be determined but will range from 24-30 hours.

QUALIFICATIONS

- 2 or more years experience working with and leading youth ages 8-18
- 2 or more years of relevant post secondary education
- Experience in program/ workshop planning, facilitation and data collection
- Experience in supervising and working with volunteers
- Strong interpersonal, organizational and leadership skills
- Strong understanding and awareness of youth issues and needs
- Ability to work in a multicultural environment
- Ability to work cooperatively in a non-profit and volunteer based organization
- Standard First Aid Certificate and Satisfactory Criminal Record Search
- Attitudes and values in keeping with the goals and philosophy of Collingwood NH
- Second language and Class 4 license an asset

JOB DETAILS

Salary	: $16.81/hr starting. 24 or more hrs/wk
Schedule	: Monday – Thursday (12-6pm flexible)
Location	: Local Schools in the Renfrew-Collingwood Community
Expected Start Date	: September 13th, 2011

This is a unionized position covered by a Collective Agreement with CUPE Local 1936-05.

APPLICATION PROCESS

As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal, first priority will be given to internal and local applicants.

SUBMIT RESUMES BY: September 6th, 2011
Please quote reference #CS15-11-01

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NO PHONE CALLS PLEASE!!! ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED