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Youth Employment Program Coordinator

Contract position: 42 weeks - September 19, 2016 to July 7, 2017

Full Time: 35 hours per week

Hours: 7 hours per day, Monday to Friday and some predetermined weekends

Wage: \$21.00 per hour

Application Deadline:
September 9, 2016
By 12:00 Noon

Job Description:

Reporting to the Executive Director the Youth Employment Program Coordinator will:

- Follow the guidelines provided by our funder, help to plan, coordinate and execute delivery of two 19 week Youth Employment Readiness Projects
- Promote and facilitate the youth application and selection process
- Work with YAK's Job Developer to recruit local businesses as potential work placements
- Work with YAK staff, service providers and volunteers to establish a workshop schedule and topics that meets the needs of the youth participants
- Establish and maintain a positive relationship with all project participants, service providers and employers
- Provide mentoring and support to the participants and engage them in on-going programming existing within the boundaries of the project such as public relations, youth programs, special events and workshops
- Report to the Executive Director and participate in regular supervision with the Executive Director
- Deliver the project according to project goals and guidelines within appropriate time frame and budget
- Ensure participant payroll and expense claims are submitted on time and accurately
- Maintain current and accurate project data and participate in project evaluations
- Maintain order and appropriate level of cleanliness of workshop space
- Encourage youth to make good use of networking and creativity whenever possible
- Maintain confidentiality and demonstrate respect at all times

Position Requirements:

- Minimum 2 year College Diploma in a Social Service related field
- Experience delivering Employment Readiness and/or other programming, especially for youth ages 16 to 29
- Willing and able to plan and run fun, energetic and creative programs for young people all day long
- Availability to work weekdays and some prescheduled weekends
- Strong listening and communication skills
- Ability to work independently and to multitask
- Problem solving, communication, mediation, planning and organizational skills are a must
- 3 work related references mandatory
- Criminal Record Check Vulnerable Sector Search mandatory
- Valid Driver's License is required as is access to reliable transportation. Mileage will be paid for all work related travel during the program.
- First Aid and CPR C certified; ASIST, Mental Health First Aid recommended
- Holidays may not be taken during the 42 week period. 4% vacation pay will be paid in lieu of vacation time.

YAK is an equal opportunity employer. We encourage applications from people with lived experience, a variety of abilities and an understanding of the impact that respect and positive mentoring have on a young person's life. We especially seek applicants who demonstrate a willingness to help us help others shed their labels.

About YAK's My Career! Youth Employment Readiness Project 2016-2017

Over a 42 week period, from September 19, 2016 to July 7, 2017 the Youth Action Committee of Perth and District (YAK Youth Services) will provide 2 Employment Readiness projects for youth. Each project will include 3 weeks of Group-based Employability Skills (GBES) and 16 weeks of Employability Skills through Work Experience (ESWE). 10 youth will be selected to participate for each project. These projects are targeted towards youth between the ages 16 to 29, who are employment ready but who have experienced barriers to employment. The project will provide an opportunity for participants to gain employability skills, training certifications, work experience and the knowledge necessary to make a successful transition to the labour market or return to school.

The first 3 weeks of the project will take place in Perth (transportation arrangements can be made). The work placement locations will vary depending on the youth selected. YAK is accepting applications from youth from Perth, Smiths Falls and the surrounding rural areas including Maberly, Lanark Village, Westport, North Leeds, Beckwith, Port Elmsley, etc..

GROUP-BASED EMPLOYABILITY SKILLS (3 weeks) - Participants will be engaged in project activities 7 hours per day, 5 days per week, for a total of 35 hours per week. Participants will be paid an allowance equivalent to the Ontario minimum hourly wage while in the workshops.

All workshops will be tailored to the needs of the participants. Workshops will focus on employability skills and workshop topics such as: job search skills; resume and cover letter writing; interview techniques; networking; workplace etiquette; workplace communication skills; public speaking, decision making and problem solving; team work; conflict resolution and an introduction to negotiations skills. Networking in the local business and volunteer communities will be a key focus as well.

Participants will also receive the employment certifications including Standard First Aid and CPR, Smart Serve, WHMIS, Safe Food Handling, Working in Confined Spaces, Working at Heights among others.

EMPLOYABILITY SKILLS THROUGH WORK EXPERIENCE (16 weeks) - Participants will undertake 16 weeks of ESWE activities. This phase will consist of 35 hours per week of on the job work experience for 16 weeks. Project staff and the participants will work together with a Job Developer to find a placement that interests the youth. Work experience placements will be geared to the participants' employment needs and interests as outlined in their Employment Action Plan. Every effort will be made to ensure that the work experience component will occur in the youth's home community and surrounding rural communities. Employment may take place a private sector and not for profit employers.

The work experience connects the workshop learning with experiential learning in the workplace. The Program Coordinator will assist the participants in making this connection through on-the-job coaching, support, and problem solving. During the work experience, YAK will provide ongoing support to the participants in order to help them adjust and thrive in their work placements. YAK will also help to provide transitional planning to participants to assist them in returning to school, transition to employment or continue with job searching.

10 youth will be selected for each session.

Project Session 1: October 2, 2016 to February 10, 2017

Project Session 2: February 20, 2017 to June 30, 2017

Youth interested in applying to either project session can apply via YAK's webpage www.YAKyouth.ca