

Position Title: Youth Program Lead – Full-time – (Contract up to June 30, 2025)

Department: Child, Youth and Family Programs

Location: 74 Firvalley Court

Warden Woods Community Centre

Warden Woods has been working collaboratively to meet the needs and interests of local community for over 50 years in Southwest Scarborough. For more please visit wardenwoods.com.

Position Summary

Reporting to the Manager, Youth Services, the Youth Program Lead will be responsible for supporting the development, promotion, implementation, supervision and evaluation of all youth program activities and services at Warden Woods.

Job Responsibilities

- Build meaningful relationships with local youth and facilitate new referrals into the program through effective outreach efforts (create + distribute materials, foster effective local referral relationships, etc.)
- Provide consistent leadership and mentorship in the program, and engage in regular communication with participants throughout their involvement
- In collaboration with the program team, facilitate a safe, equitable program environment where reasonable expectations for communication and conduct are respectfully enforced
- Work with the Program Supervisor to plan, design, implement and facilitate year-round opportunities for youth according to their needs and interests- programs, workshops, events, field trips, etc.
- Support youth in addressing barriers to participation in program, as well as barriers to employment, food security, education, recreation and other needs/interests
- Coordinate in-kind donations and volunteer engagement in the program
- Manage crisis situations and coordinate responses to crisis in partnership with the youth program team
- Support effective social media activity for the program
- Complete and maintain appropriate documentation and statistics as assigned
- Support the supervision and engagement of placement students and volunteers
- Support the planning and implementation of ongoing program feedback mechanisms, periodic evaluations and program changes
- Participate meaningfully in meetings and training sessions with the program team
- Other duties as assigned

Qualifications:

- 2+ years' experience working directly in-person with youth 12-18 years old from diverse ethno-cultural, socio-economic backgrounds, sexual orientations, and gender identities
- Experience leading community engagement and outreach activities targeting youth
- Experience facilitating workshops and programming with/for youth
- Demonstrated ability to respond appropriately to crisis as a member of a team in a community-based environment
- Demonstrated knowledge of youth challenges, resources, and community supports in Southwest Scarborough
- Excellent communication skills and demonstrated ability to work well with a team
- Currently enrolled/completed post-secondary education Social Work, Child, and Youth Work and/or similar education is an asset
- Current First Aid and CPR certification, and Food Handler's Certification required (can be obtained before employment starts)
- Experience with data collection, program evaluation and documentation is an asset
- Must be legally entitled to work in Canada

Compensation and Hours of Work:

- \$20.88/hour
- 35 hours/week, Monday to Friday approximately 10:30am - 6:30pm with some flexibility required

How to Apply

All qualified applicants are encouraged to apply! We particularly encourage applications from Black, Indigenous and racialized people, 2SLGBTQIA+ community members, people with disabilities, and members of other equity-deserving groups.

Warden Woods Community Centre is a unionized workplace and employees are represented by CUPE Local 5218; this is a bargaining unit position.

The successful candidate is required to complete a criminal background check prior to commencing

Please submit a resume and cover letter by September 12, 2024 via e-mail only to:

careers@wardenwoods.com

Use the subject heading: **Youth Program Lead**

While we thank all who apply, only those selected for interviews will be contacted. Recruitment will close when the required position is filled.