



Job Posting

Youth Business/ Employment Coach (2 positions) OR Business Coaching Team
(Contract - March 16th, 2026 to June 30, 2026, with possibility of extension), Part-Time/
Casual On-Site in Southwest Scarborough (74 Firvalley Court)

Summary

Do you know Business Start Up + Pre-employment Support? Are you an excellent communicator and a passionate advocate for communities impacted by oppression, with an organized, goal-oriented approach to youth-focused community and neighbourhood development? We have a casual business/ employment coaching position to support youth with their entrepreneurial/ employment ambitions, and this may be the right opportunity for you.

Warden Woods Community Centre is a nonprofit neighbourhood centre working with and for the people of Southwest Scarborough since 1970 to build caring, compassionate, just and interdependent communities. For more: wardenwoods.com

About the Role

The Business/ Employment Coaching Team will plan and implement employment and entrepreneurship-related activities including business training, idea generation/ pitching, 1:1 coaching and mentorship to build confidence and knowledge in business start-up and launch; as well as pre-employment training for youth in the Warden Woods community. The Coaching Team will support youth to develop their individual business ideas or community-based income generating projects, including business operations, plus employment preparation through resume writing, interviewing, job search, etc.

The Coaching Team will support the development of viable, sustainable, youth-centered business initiatives that will help local youth to develop employment and entrepreneurship-related skills as well as interpersonal, communication, advocacy and other functional skills that will contribute to improved career prospects.

The Coaching Team will demonstrate deep understanding of the current barriers to employment and career prospects for local youth and will come ready to implement evidence-based, trauma-informed strategies for decreasing barriers and expanding opportunities.

Reporting to the Associate Executive Director or designate

Key Areas of Responsibility

- Provide 1:1 coaching and mentorship support to youth.
- Plan and deliver employment-related training and workshops to support youth develop employment skills and find work (including interviewing, cover letter writing, job search, etc).
- Facilitate business activities to ensure success of the program and participants.
- Plan and develop career paths (including business and employment) in collaboration with local youth and external partners, to achieve short and longer-term goals for neighborhood development and income generation.
- Collaborate with local partners, community organizations and volunteers for participant mentorship and other wrap around supports to remove barriers
- Planning and implementing pitching events, job/ careers fairs and other income-generating activities that foster entrepreneurship development and employment success among youth participants.
- Collect and store all participant information and program materials appropriately and according to applicable legislation.
- Ensure spaces and equipment used for programming are set-up, used and closed appropriately.
- Communicate with parents/guardians as required, and form effective, youth-centered relationships with parents and other community adults.
- Contribute to youth-centered advocacy efforts within the organization, neighbourhood, City, etc. related to this work.
- Inform and collaborate on short term and longer-term youth-focused program planning.
- Support cross-departmental collaboration, contribute with enthusiasm to WWCC initiatives, and embody the values of Warden Woods as part of our unique communities.
- Other duties as assigned.

Key Qualifications

- At least 2 years of experience working with youth 15-24 years old (facilitating, supporting, outreach and engagement)
- At least 2 years of experience in a business development/ entrepreneurial (including self-employment) or employment training role
- At least 2 years of experience in coaching/ mentorship for youth
- At least 2 years of community engagement
- Demonstrated understanding of barriers facing youth within Warden Woods and how to apply a trauma-informed approach.
- Excellent English verbal and written communication skills, strong administrative skills



- Experience in a community-based nonprofit organization is a definite asset
- Demonstrated ambition, creativity, resourcefulness, collaborative and flexible approach
- Solid understanding of systems of oppression, anti-racism and harm reduction is a must
- Understanding of the Warden Woods neighborhood, and/or neighborhoods with similar profiles in Southwest Scarborough is a definite asset

Compensation and Hours of Work:

- Employment type: Contract, Part-time/ Casual
- Contract ending June 30th, 2026 (with possibility of extension)
- Hours: casual/ part-time (as needed)/ flexible (part-time)
- Hourly rate: \$30.00/hour (inclusive of vacation pay)
- Work location: in-person at 74 Firvalley Court, Scarborough
- This is a contract (non-union) position

Application Instructions:

WWCC is an equal opportunity employer committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage applications from Black and racialized people, Indigenous peoples, 2SLGBTQIA+ community members, people with disabilities, and members of other equity-deserving groups. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

To apply, please send your resume and cover letter via email to careers@wardenwoods.com with the Subject Line: **Youth Business/ Employment Coaching Team**, no later than **March 31st, 2026**.

NB: Applications will be reviewed on a rolling basis, the position may be filled before the application deadline)

While we thank all who apply, only those selected for interviews will be contacted.