



# Northwest London Resource Centre

## Youth Worker Job Description

### **Position overview:**

The temporary Youth Worker will lead the successful delivery of the CORE services “Neighbourhood Child, Youth and Family Services” in relation to Youth Voice/ Youth Expression, Youth Programs and Employment Readiness for Northwest London.

### **Report to:**

The Youth Worker will be an employee of Northwest London Resource Centre (NWLRC). Day-to-day supervision/consultation will be provided by the Associate Director of NWLRC in the form of formal supervision meetings as well as informal support as requested.

### **Qualifications:**

Social Service Worker Diploma, Child and Youth Worker Diploma, Social Work Degree, or Sociology Degree. Or equivalent social services education in relation to the job posting.

### **Commitment:**

This is a temporary contract part- time position for 30 hrs/week (closed summer, and Christmas) plus occasional events as directed by the Associate Director.

### **Expected Service Outcome:**

#### **A. Youth are engage and have a sense of belonging in their neighbourhood and community**

**1.1 Expected Results:** *Increase the number of meaningful opportunities for youth to be connected to their neighbourhood and community*

#### **Metrics:**

- 1.1a) # youth who feel socially included
- 1.1b) # youth have developed effective leadership skills
- 1.1c) # youth who feel connected/included/engaged in their community

#### **B. Youth have access to the supports they need to be successful**

**2.1 Expected Results:** *Increase opportunities for youth*

#### **Metrics:**

- 2.1a) # youth participated in activities that promote healthy living
- 2.1b) # youth participate in literacy and numeracy skill development
- 2.1c) # young people who have the resources and support to foster educational achievement;
- 2.1d) # youth who learn how to develop positive social skills;

### **Youth Programming**

- ❑ Establish, deliver and maintain Youth Voice/ Youth Expression (Youth Council, Coffee House), Youth Programs (Afterschool programming, Homework Help, March Break), Employment Readiness and Learning Series.



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- Provide outreach through the lunch time youth snack programs to connect youth to other opportunities in the NWLRC and in the community.
- Collaborate within NWLRC team.

## **Financial Management of Neighbourhood Child/Youth and Family Services**

- Maintain float funds on a regular basis for appropriate programs.

## **Youth Related Operations**

- Maintain all appropriate supplies and equipment for the NWLRC and its programs connected to this job description.
- Maintain cleanliness of work areas included shared work stations.
- Maintain accurate data collection and meet all reporting deadlines with all youth related funders.
- Support communication with all youth related activities and ensure every effort is made to make sure all supplies and equipment are appropriate and in good working order.

## **Individual Child/Youth and Family Services**

- Provide youth support and referral to the most appropriate community services.
- Support the referral to Jumpstart applications for the Northwest London community and additional neighbourhoods as needed.

## **Qualifications:**

- Leadership, strong organizational, and time management skills
- Excellent interpersonal skills as well as verbal and written communication skills
- Experience with report writing, maintaining statistics, and fundraising
- Capacity to build relationships with youth, parents, community members, and professionals
- Proven ability to work with youth of diverse and ethnic/cultural backgrounds
- Motivated, self-starter and able to work in a fast-paced environment
- Capacity to work independently as well as within a multidisciplinary team
- Proficiency with Microsoft office, Google Forms, and database entry
- Ability to work under pressure and meet deadlines
- Clearance through a Vulnerable populations police screening process
- Current CPR and First Aid certification
- Current Safe Food Handling certification
- Responsible, trustworthy, approachable and friendly
- Ability to work with a diverse population

This is an Internal and External posting. If you are interested in applying for this position, please submit your resume and a detailed cover letter to: Vincent Tao, Administration Coordinator. Email: Vtao@slnrc.ca

*We work together to “empower and enrich the neighbourhood in an inclusive environment.*