



POLYCULTURAL

IMMIGRANT & COMMUNITY SERVICES

Job Posting

Position Title: Youth Facilitator Assistant (Contract)-2 available positions

Terms: Student Summer Job; 35 hours/week for 7 weeks only

Duration: June 12, 2017 – July 28, 2017

Hourly rate: \$11.40/hr.

Job Region: Toronto (Eglinton location)

Organization Structure: Reports to the Program Manager

Scope: Plan and deliver summer camp activities for youth and children. Activities include field trips, arts, sports and recreation activities that promote health and well-being of young community members. Engage community members in physical activities that focus on team building and leadership skills.

Responsibilities

- Plan, organize and deliver summer activities based on children's interest and facilitates skills development in the areas of arts, science, sports and drama
- Complete necessary paper work for registration, attendance, daily activities reports, serious occurrence reports and other documentation needed
- Ensure that all health and safety standards are met, operation of the program is in compliance with organization policies, procedures and requirements
- Ensure that the materials and space are arranged and left clean and in good order at the end of the program
- Be ready to accept and supervise children at the scheduled time, check children for injuries and illness as they arrive
- Responsible for daily duties such as greeting participants/parents, organizing equipment and distribution and collections of permission slips
- Monitor children's behaviour and intervene as needed
- Ensure that the children are never left unattended
- Provide activities that encourage respect for the values, customs and traditions of other culture

Competencies

Adaptability - Changes behavioral style or method of approach when necessary to achieve a goal; adjusts style as appropriate to the needs of the situation. Responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives

- **Communications** - Using a variety of communication styles and strategies to foster open communication, the exchange of information and discussion on an ongoing basis
- **Planning & Organizing/ Time Management** - Establishes a systematic course of action for self or others to ensure accomplishment of a specific objective. Sets priorities, goals, and timetables to achieve maximum productivity
- **Service** - Demonstrates strong commitment to meeting the needs of co-workers, managers, clients, or community members, striving to ensure their full satisfaction



POLYCULTURAL

IMMIGRANT & COMMUNITY SERVICES

Qualifications

- Applicants must be between the ages of 15 and 30 years of age (inclusive) at the start of employment
- Applicant was registered as a full-time student during the preceding academic year and intends to return to school on a full-time basis in September 2017(Note: Proof will be required)
- Eligible applicants must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Must be legally entitled to work in Canada
- Successful screening through a Police Criminal Records Check
- At least one season/summer of experience leading children
- Post-secondary student enrolled in the following studies: Education, Community Services, Recreation, Social Work, Arts, Psychology or other related field
- Skills and interest in art, culture, drama and/or science
- Valid First Aid and CPR certificates
- Skills and abilities to plan and organize activities for children
- Multicultural awareness, gender sensitivity, and racial and ethnic appreciation
- Effective communication within a team environment
- Demonstrated moral and ethical judgment
- Ability to be creative and flexible in planning
- Highly motivated, personable & well organized
- Demonstrated ability to work independently and as a team member

Please forward your application on or before **Friday May 12, 2017** to the Hiring Committee with cover letter explaining your interest in this position as an attachment in MS Word in one document with the **file name: Last name first name position** to:

Polycultural Immigrant & Community Services

17 Four Seasons Place, Suite 102

Toronto, Ontario

M9B 6E6

Email: resumes@polycultural.org

Polycultural reserves the right to post internally and externally.

In support of persons with disabilities, Polycultural asks that job applicants with disabilities who require accommodation in the recruitment and selection process, to please advise Human Resources, if contacted for an interview/testing, so that suitable accommodation can be arranged. (In compliance with AODA, 2005, Integrated Accessibility Standards). If you require assistance in sending your resume due to a disability, please contact Human Resources directly.

We thank everyone for their interest in Polycultural; however only those selected for an interview will be contacted. Polycultural Immigrant & Community Services hires on the basis of merit and is committed to employment equity.

No Phone calls please