



YMCA of Greater Toronto

MULTIPLE POSITION VACANCIES

LOCAL COORDINATOR (YOUTH EXCHANGE PROGRAM)

(Seasonal employment: Part Time from March - June, Full Time from June - August)

Effective Date: March 2019

LOCATION: Various Positions in BC, AB, SK, MB
Summer Work Student Exchange Program

Why work for our Y?

YMCA of Greater Toronto aspires to be a great work place through an environment that embraces diversity and social inclusion, valuing differences and supporting full participation by all employees. The YMCA provides more than 6,000 employees with meaningful jobs and the opportunity to make a difference in the lives of individuals and the health of our communities. The YMCA works to build healthy communities. This is achieved through a shared culture and values. We recognize the contributions of our staff through innovative practices, great benefits and growth opportunities.

Nature & Scope:

The YMCA Summer Work Student Exchange is a national exchange program coordinated by the YMCA and funded by the Department of Canadian Heritage. For six weeks over the summer, the exchange takes 16- and 17-year-old youth (from Canada) to another province where they stay with a local host, hold a paid job, and practice their second official language. The youth also participate in weekly program activities organized by the Local Coordinator in their new community.

Local Coordinators provide leadership and bring the exchange to life in their local community. First, they will widely promote the program to youth and community organizations in order to recruit up to 10 young people to participate, while also securing host and job placements for them (March-May). Then they will interview, select and prepare the outbound youth participants for this experience (May-June). Finally, they will plan and deliver a full program of activities during the exchange, and support the inbound youth participants by helping them navigate change and address conflicts as they arise (July-August). Local Coordinators will be positive adult mentors for the youth with an interest in fostering strong relationships and opportunities for learning.

Local Coordinators must be full-time post-secondary students. Successful candidates will have had previous experience working with youth and/or experiential education programs, possess strong communication and organizational skills, and be highly reliable individuals. They will have insight into Canada's diversity and value an active approach to social inclusion.

Responsibilities:

Recruits youth to participate in the exchange by promoting the program in schools, community groups, drop-ins, and other venues where young people gather. Recruits hosts and employment partners so that appropriate placements are available for all inbound participants.

Interviews and selects youth participants and families/hosts, based on predetermined criteria, with assistance from a Support Coordinator and final approval by a Regional Coordinator; provides pre-departure information and support.

Plans local activities aligned with program objectives, with and for the youth participants, three times a week for the six weeks of the exchange; manages the activity budget.

Builds positive relationships with youth exchange participants, host families, employers, and other local community partners; visits program sites (job placements and host homes) at least twice during the exchange, or more frequently if required.

Responds to emergencies as they arise. As such, must be accessible to the youth, hosts, Support Coordinator and Regional Coordinator at all times during the exchange, except for designated days off.

Supports participants' travel between provinces, by either: chaperoning participants to their host or home communities, at the start and end of the program; or providing logistical support at departure points (train station, airport).

Writes a comprehensive report at the end of the summer summarizing the program's results.

Fulfills administrative tasks (e.g. documentation, expense claims) in a timely and efficient manner.

Demonstrates appropriate behaviours in line with our Mission, Vision and Values as reflected in our YMCA competencies; takes a member focused approach to increase their understanding of programs offered across the Association. Represents the YMCA and the Association in a professional manner.

Understands the legal responsibilities and moral imperative to report suspected child abuse to Child Protection Services.

Understands the importance of the volunteer staff partnership and integrates the value of philanthropy and volunteerism in dealings with staff, volunteers and members.

Other duties as assigned.

Mandatory Training:

Two training sessions will take place: March 9-10, and April 27-29, 2019. Attendance to both training sessions is mandatory.

Location, Period of Employment, and Salary:

Positions are available throughout Canada. Local Coordinators must live within or close to the community to which they are assigned. Local Coordinators will work 12 hours/week from March 11 to April 27, increasing to 26 hours/week from April 28 to June 22, and then 37.5 hours/week (full-time) from June 23 to August 16. The starting salary is \$16 per hour.

Eligibility:

- Currently enrolled in a post-secondary program (full-time)
- Available days, evenings and weekends – must be willing to make the Local Coordinator position your primary professional commitment during the period of full-time employment
- Have internet access for the duration of employment
- Have valid driver's licence and access to an insured vehicle (some exceptions for large urban centres); willing to provide a driver's abstract
- Have valid Emergency First Aid/CPR certification before the start of the exchange
- Able to attend 2 mandatory paid trainings in March and in late April/early May

Qualifications:

- Experience with and appreciation for working with youth
- Well-developed interpersonal and relationship building skills
- Excellent problem-solving and conflict resolution skills
- Excellent written and oral communication skills
- Ability to work independently, outside of an office setting, and without immediate supervision
- Ability to manage a budget and perform administrative tasks
- Commitment to working in a socially inclusive environment responding with sensitivity and personal awareness to the diverse needs of members including visible and non-visible dimensions of diversity
- The position requires the following Core Association Competencies. Advanced competence in: Effective Interpersonal Communications; Ethics and Self-management; Being Member Focused; Being Results Focused; Teamwork and Collaboration; Valuing Diversity and Social Inclusion. Fundamental competence in: Relationship Building and Partnering.

Assets:

- Preference will be given to candidates able to communicate in French and English
- Facilitation skills related to leading experiential education activities
- Prior training in mental health support (e.g. MHFA, safeTALK, etc.)
- Knowledge and ability to integrate anti-racist, anti-oppressive, 2SLGBTQ-positive, critical disability, harm reduction, and strengths-based principles into practice

**For more information and to apply,
please visit <http://summer-work.com/> by January 11, 2019.**

Job offers are contingent upon the successful completion of a Police Records Check. Within the first four months and every three years thereafter, a Vulnerable Police Records Check is required.

The YMCA of Greater Toronto values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.

About the YMCA of Greater Toronto:

The YMCA of Greater Toronto is a dynamic charity offering opportunities for personal growth, community involvement and leadership. Our 2010-2020 strategic plans [Strong Start Great Future](#) calls upon our Association to invest in young people across their life stages to deliver on our vision of ensuring our communities will be home to the healthiest children, teens and young adults. This community health strategy includes a significant role for adults and older adults.

Mirroring the region's diversity, the YMCA offers a variety of programs responding to the needs of the community, including employment and essential skills, education, newcomer programs, youth outreach and intervention, fitness, sports and aquatics, international programs, child care and camps.

When you support the YMCA of Greater Toronto's Annual Giving, you help us ensure more children, youth and young adults have the chance to be healthy... and so much more. We believe that by providing our children with a strong start, they will have a great future. And, ultimately, strong, healthy children mean strong, healthy communities in the GTA for the years to come. www.ymcagta.org

