



**Centre de ressources communautaires
RIDEAU-ROCKCLIFFE
Community Resource Centre**

Overbrook • Forbes • Carson Grove • Manor Park
Lindenlea • Rockcliffe • New Edinburgh

JOB INFORMATION

Position Title:	Professional Intern – Children and Youth Services
Reports to:	Youth Programming Project Officers
Positions available:	2
Job Type:	Three months short term contract, part-time (25 hours/week)
Training period:	May 25– June 11 (90 hours)
Start date:	June 14, 2021
End date:	September 3, 2021
Wage:	\$18/hour
Reference #:	2021-YP-01

JOB SUMMARY

Under the supervision of the Youth Programming project officer(s)/agent(s) de project, the Children and Youth Services intern will facilitate the children & youth online and/or in-person programs and activities that fall under our three pillars: Education, Exploration, & Leadership, Healthy Life & Physical Activity, and Music & Arts. The intern will support the participants, (aged 6 to 18 years old) individually. The project intern will track participant's progress, participation and develop activity report. The intern will also help keep social media accounts active and engaging for children and youth.

As a Children and Youth Services Intern, you will gain training on project management, social media and web development, knowledge of community development principles, and experience delivering programs and activities to children and youth residing in Ward 13.

ELIGIBILITY CRITERIA

You can apply if you meet the following criteria to become a participant of the Youth Job Connection – CORE program hosted by the Youth Service Bureau:

- ✓ Be between the ages of 18 and 29 years old;
- ✓ Be unemployed
- ✓ Be a resident of Ontario and eligible to work
- ✓ Not enrolled in full-time education or training
- ✓ Canadian citizen, permanent resident or a newcomer with a work permit (without restrictions);
- ✓ Not have an active service plan with another Employment Ontario service provider
- ✓ Provide a Police Check
- ✓ Have a registered Social Insurance Number (SIN).

PRIMARY DUTIES & RESPONSIBILITIES

A. Manage the training project

- Develop a marketing strategy to promote the project to various partners and individuals
- Implement and administer a system of registration of participants
- Follow the progress of the children & youth during each of the online projects
- Build a database to track activities, participants and relevant data concerning the program.
- Facilitate the logistics and the content of activities for children and youth
- Research and collect meaningful resources for the expansion of our services.

B. Support participants

- Connect with participants via online tools, when they request it
- Answer emails and inquires of the participants and their legal guardian/parent

- Introduce educational and dynamic curriculums to engage our participants during online sessions
- Create and regulate the Youth Programming social media pages
- Publish relevant and informative content of the course and group activities on the Youth Programming social media pages and sharing software

C. Other duties

- Support other Youth Programming projects
- Other tasks related to the field of work in coordination with the supervision

JOB REQUIREMENTS

Must have

- High school diploma and/or college/university degree
- Relevant experience in coding, programming, web development, and/or marketing
- Knowledge of MS Office package and online platforms for meetings
- Experience working with children and youth

Desirable

- Post-secondary degree in a relevant field
- Project management experience
- Clear understanding of issues of poverty, diversity and marginalization

B. Competencies:

- Ability to work flexible hours,
- Fluency in English is required; bilingualism an asset
- Ability and willingness to:
 - Be helpful, respectful, approachable and team-oriented (Collegiality)
 - Take ownership of work, do what is needed, follow through (Initiative)
 - Plan ahead, manage time well, be on time, be cost conscious, think of better ways to do things (Efficiency)
 - Be receptive to feedback, be willing to learn, embrace continuous improvement (Coaching ability)

Apply

Please send your **resume, cover letter, mentioning the position title** by May 9th, 2021 at <https://form.jotform.com/203225270902243>. For any additional information, please send us an email to the attention of Camila Pastran (camila.pastran@crcrr.org). We thank all the candidates for their interest; however, only selected candidates for an interview will be contacted.