

## JOB POSTING



Position: Youth Development – Co- Coordinator (Contract Services) – Funded by Canada Summer Jobs

Salary \$14.00 – up to 12hrs/week

Contract: Immediate Start – September 25<sup>th</sup> (Possible extension)

Reporting to: Executive Director

Contract Duration: 9 Week Contract during the summer (with possible extension – pending funding)  
**(Start date flexible)**

### Mission:

Skills For life (SFL) is a Non For Profit Charity that promotes the importance of Life Skills development to create success for youth.

### Vision:

Kids from ALL walks of life realize the tools they have within themselves to pursue their dreams

### Why:

We believe "Mindset Growth" is key to taking on the world and self-discovery. The concept founded on the principles of exploring, confronting, and moving past failure to build on key transferable skills. Dr. Carol S. Dweck - "The ability to learn is not fixed"

### Services:

Workshops, Motivational Talks and Community Events

### The Role:

The Youth Development Co-Coordinator will work specifically with marginalized and racialized youth ages 14-18. The youth coordinator will research and plan an outreach strategy to connect and reach out to youth within their own community area who are unengaged in school and or community civic engagement and attempt to plan a series of workshops and social activities that would educate them on life skill topics, as well as provide a positive and safe place for the youth to be. The life skill topics will include S.M.A.R.T goal setting, financial literacy, career discovery, self-esteem building and networking, and the youth coordinator will have access to all of SFL internal presentation resources and have the ability to develop a unique version that would relate to that specific youth group. The Youth Development Co-Coordinator would also be able to research and plan social activities with the youth that are designed to create a safe and positive space for the youth to build trust and a connection to the Youth Coordinator and Skills For Life as a whole.

### Responsibilities:

- Primary coordinator of youth program in specific region
- Attend and facilitate youth programs (as needed if the ED needs support)

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- Teach youth the SFL SMART goal setting process and assist in their goal development
- Take lead on development of Life Skill workshops program (workshop, online portal)
- Work with youth in grade 9-12 and or post-secondary
- Lead SFL workshops as needed
- Lead sports and recreation activities as needed (if available)
- Assist the Executive Director in organizational capacity building projects
- Work with the Executive Director to action business development opportunities
- Work with the Executive Director to research and complete grant funding applications
- Work with the Executive Director to create and action community engagement campaigns
- Support major events by way of planning, administration, and participation
- Participate in program development and evaluation of youth surveys

Qualifications:

- Post-secondary education in areas such as: youth development, teaching, social work or equivalent experience
- Experience with developing programs both in person and online is a benefit
- Minimum 1 to 3 years experience in an program management
- Administrative skills are a plus
- Proficient in writing, editing and proofreading documents
- Proficient in Microsoft Office including (Microsoft Publisher)
- Experience using Google Suite services such as (google drive, google ads, google docs)
- Proven track record in leading research projects and developing action plans
- Excellent interpersonal communication skills
- Ability to work accurately and to pay attention to detail
- Ability to input data to spreadsheets and to carry out analysis
- Ability to prioritize multiple tasks and manage time effectively
- Able to relate to a diverse population with various socio-economic and cultural backgrounds
- Must be dependable, reliable and maintain confidentiality
- Willingness to work flexible hours, evenings and weekends at times
- Valid G Licence and access to vehicle

Qualified individuals are invited to submit their written expression of interest via e-mail to:

Chris Thompson  
Executive Director  
Skills For life  
8 Redfinch Way  
Brampton, Ont. L6S 2B3  
E-mail: [info@theskills4life.ca](mailto:info@theskills4life.ca)

Thank you to all applicants for your interest in this position. **Please note that only those selected for an interview will be contacted.** Skills For Life is an equal opportunity employer and is committed to hiring a workforce inclusive of the diverse population it serves. Skills For Life promotes the principles of diversity and equity and adheres to the tenets of the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. This job ad is available in an alternative format upon request. If you are a person with a disability and require technical aids or alternate arrangements for tests or interviews, please advise us of these needs when you are contacted for an interview.