



## Job Posting

---

### ***Team Lead - Youth Drop In***

***Brockville YMCA***

***Brockville, Ontario***

**Employment Category:** Term Contract ending March 31, 2021

**Hours:** Part time, weekdays, evenings and occasional weekends

**Compensation:** \$15.00 - \$17.45 per hour, commensurate with experience

**Placement Date:** September 2020

#### **Our Mission:**

The YMCA of Eastern Ontario is a registered Canadian charity dedicated to building strong kids, strong families, and a strong community by providing opportunities for all to grow in spirit, mind and body.

#### **Our Vision:**

Our values are caring, honesty, respect, responsibility, and inclusiveness. These are central to our mission, guiding our behaviours, attitudes, and actions.

#### **Nature & Scope:**

Reporting to the General Manager, Brockville, the Team Youth Drop In, is responsible for providing support in daily operations, ensuring licensing requirements and coaching and mentoring program staff.

#### **Responsibilities:**

The successful candidate will assist in the overall daily operations of the Youth Drop in program in Brockville.

- Plan and facilitate weekly program including curriculum development and delivery.
- Work with community partners to ensure sufficient and appropriate resources are available for program participants.
- Offer program support, training and mentoring to ensure that program staff and volunteers have the tools necessary to run the program.
- Ensure staff are trained and are capable of following the policies and procedures of the YMCA at all times during programming.
- Maintain records and complete reporting in a timely fashion in accordance with YMCA standards and funding requirements.
- Maintain open communication with the General Manager to address any needs or areas of concern.
- Work alongside the General Manager to ensure program quality and innovation.



**Qualifications:**

- Post secondary education in a related field
- Minimum 2 years experience working with youth.
- Knowledge of harm reduction and mental health first aid.
- Criminal Reference Check (CPIC) including Vulnerable Sector Check completed not more than 120 days prior to interview, with results acceptable to the YMCA of Eastern Ontario. Current Standard First Aid and CPR "C" certifications

**Competencies**

- Knowledge: Successful candidate will have knowledge of working with Youth using a Harm Reduction Approach.
- Leadership/Supervision: The incumbent needs to be able to provide feedback in a professional manner that supports the growth of each staff
- Interpersonal skills: Incumbent needs to be able to work as part of a team, communicating clearly
- Problem Solving: Successful candidate will be able to think and act quickly to resolve issues that arise.

**Please apply, in writing, with a résumé, cover letter and application form found at [www.eo.ymca.ca](http://www.eo.ymca.ca) by August 24 , 2020 to:**

**Emily Wimpenny**

**General Manager**

YMCA of Eastern Ontario

345 Park St.

Brockville, ON

K6V 5Y7

613-342-7961 Ext:32

[Emily.wimpenny@eo.ymca.ca](mailto:Emily.wimpenny@eo.ymca.ca)

*We appreciate your interest in a career opportunity with the YMCA of Eastern Ontario. Please note that only those selected for an interview will be contacted.*

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



Building healthy  
communities

YMCA of  
Eastern Ontario

*This position has been posted internally and externally*