



Spence Neighbourhood Association **EMPLOYMENT OPPORTUNITY**

POSITION: NEWCOMER OUTREACH COORDINATOR

Spence Neighbourhood Association is looking to fill a 37.5 hour per week Newcomer Outreach Coordinator for the Youth drop-in Program. The Newcomer Outreach Worker is responsible for recruiting and supporting new comer youth in attending our Youth Programs as well as coordinating the Youth Drop-in Program. The Youth Program runs Monday to Friday 6:30 to 9:30. This position works closely with the Youth drop in programmer to enhance, run and support new comers in programming. The outreach worker will support in new comer integration into youth programming at the Magnus Eliason Recreation Centre (MERC). The applicant must be able to work Monday to Friday evenings with programming from 6 to 10 pm.

Primary responsibilities include:

- Advertising the program to community households, schools and other locations where newcomer youth attend
- Providing supports and resources to newcomer youth and their families
- Finding ways to build belonging/connecting newcomer youth to the community, the people in their community and helping them play a role in making it a positive place to live.
- Coordinating Youth Program Monday to Friday 6:30- 9:30
- Supervising volunteers and Jr. Staff
- Keeping statistical records, a log book and writing reports

Desired qualifications:

- Must have an in depth understanding of inner city communities and the issues facing youth
- Must be able to communicate both verbally and in writing.
- Must enjoy team work and be willing to work with other SNA staff.
- Must be able to provide a current criminal record check and child abuse registry check
- Current First aid and CPR training and Drivers Licence are assets.
- Creativity and ambition an asset
- Excellent communication and organizational skills
- Supportive and encouraging with community members
- Ability to prioritize and problem solve in fast paced environment
- Experienced and comfortable with office software
- Knowledge of Spence neighbourhood and resources in community
- Experience organizing programming for 13-18 year olds
- Education or training in coaching, teaching or recreational programming
- Be able to provide clear direction and feed back to volunteers, Jr. Staff and youth participants
- Be able to provide a current criminal record check and child registry check
- Be able to work afternoons/evenings
- Drivers Licence

Assets:

- Leadership skills
- Organization skills and abilities
- Knowledge of CED principles

615 Ellice Avenue • Winnipeg, Manitoba R3G 0A4 • spenceneighbourhood.org • phone 204.783.5000 • fax 204.775.1802

• Notre Dame • Balmoral • Portage • Agnes •



Spence Neighbourhood Association **EMPLOYMENT OPPORTUNITY**

- Conflict resolution skills
- Knowledge of Microsoft Access
- Resident of Spence Neighbourhood
- People person

Hours and remuneration:

The Employee agrees to fulfill a 37.5hour work week. SNA agrees to pay \$16-\$17 per hour for a 37.5 hour work week on a bi-weekly schedule, with hours paid as worked. Required CPP, EI, and tax deductions will be made and employer contributions will be paid. Responsibilities may require flexible hours to be worked (i.e., evenings and weekends). However, regular hours will be monday to friday between 3pm and 10 pm

The Spence Neighbourhood Association would like to encourage applications from qualified candidates who reflect the diversity of our community.

DEADLINE FOR APPLICATION:

**4 pm, Monday December 11th,
2017**

SUBMIT RESUME & COVER LETTER TO:

Spence Neighbourhood Association
Attention: Jamil Mahmood
615 Ellice Ave, R3G 0A4
E-mail: jamil@spenceneighbourhood.org