

## Position: Youth Counsellor

Full time in July and August 2019

### Position Summary

The Canadian Muslim Women's Institute is currently looking for a Full time Youth Counsellor for the kids summer day camp. Position is open through the Urban/HomeTown GreenTeam Funding. This position is open for July and August only.

### Qualifications:

1. Age between 18 to 29
2. Ability to work with diverse youth
3. Experience working with youth and school communities
4. Ability to organize time, space, materials, and groups
5. Possess excellent communication and interpersonal skills
6. Function as a team member
7. Ability to develop and implement high quality programming
8. Ability to recognize staff and student's development needs
9. Ability to collaborate with community agencies
10. Understanding of the development of parental involvement and programming
11. Prior work with Summer Camps is a plus but not required

### Job duties:

- Facilitates with the pre-planning and prep work regarding kids' activities including but not limited to: structure of day, enrollment of students, applications, planning excursions.
- Participate in Summer Camp Debrief sessions
- Gather correct student growth data for end of daily reports
- Participate in pre-camp required process design sessions
- Assure all paperwork is kept accurate including but not limited to: Transportation, attendance, class rosters, incident reports, contact list for all parents etc.
- Maintain a current and accurate record of all children enrolled in the Summer
- Contact parents if student is not showing up for the program
- Liaise with Camp Administrator to handle discipline and other issues
- Supervise children during walks to park, riding buses, and field trips
- Manage logs at children drop off and pick up times
- Prepare daily snacks
- Resolve conflicts among children or peers

**Language Requirement:** Arabic, Somali, or Urdu fluency an asset

**Required Education, Skills and Qualifications:**

- High school diploma AND experience working with children in community programs
- Current CPR/ Basic First Aid certification
- Child abuse registry and police records check are required.

**Training/Orientation:**

- Orientations will be given
- On the job training and orientation provided

**Working Hours / Wages:**

- Working hours are at 7 hours a day.
- \$11.35 + 4% vacation allowance

Note: We are grateful for all applications; however, only those selected for interview will be contacted.

Please send cover letter with resume to [office@cmwi.ca](mailto:office@cmwi.ca) or drop off to Canadian Muslim Women's Institute Centre 61 Juno Street, Winnipeg, MB R3A 1T1 Phone: 204-943 8539 by June 7th, 2019.