



# MALTON NEIGHBOURHOOD SERVICES



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## JOB POSTING Youth Coordinator Position Full-Time/35 Hours/Week

Malton Neighbourhood Services is a non-profit charitable organization that provides a variety of programs and community support services since 1975. Eligible candidates are invited to apply for the Youth Coordinator position.

### Position Description:

Reporting to the SWIS/Youth Manager, the Youth Coordinator is responsible for Planning, organizing and implementing the various programs within the Youth Department.

### DUTIES AND RESPONSIBILITIES

- Oversee, monitor and support all aspects of the various programs in the Youth Department
- Lead, train, supervise and coach staff and volunteers of the youth programs
- Ensure that all programs are operating in safe and positive environments for participants, staff and volunteers; addressing safety concerns promptly, focusing on using proactive methodology
- Plan, budget and maintain detailed records of financial responsibility with program budgets
- Compile and produce accurate statistics and report as related to the position
- Act as a liaison between the various youth programs and the SWIS/Youth Manager on a regular basis
- Provide practical counselling and referrals to youth on a one-on-one basis

### QUALIFICATIONS AND REQUIREMENTS

- A graduate in the child/youth field such as CYW, Ontario Certified Teacher, Social Worker, Sport and Leisure; and/or equivalent experience. Education in Marketing, Communications or Journalism is considered an asset.
- One to three years' experience in a leadership/supervisory role with diverse youth and/or staff in a social and/or recreational setting, particularly working with youth who face multiple-barriers
- Excellent interpersonal and conflict resolution skills with children, youth and adults
- Demonstrated leadership skills and the ability to engage, motivate and support participants, staff, volunteers
- Experience and/or knowledge with providing practical counselling services to youth

- Superior organizational, planning and financial management skills
- Superior written and oral communication skills in English
- Strong knowledge and/or experience in risk management, in order to create and maintain a safe environment for programs
- Work must be guided by a commitment to diversity and anti-oppressive practices

Submit a cover letter, resume, and three references to the Hiring Committee at [hr@mnsinfo.org](mailto:hr@mnsinfo.org). **Deadline for applications: Tuesday, February 5, 2019.** Upon hire, the candidate must provide police records check. We thank all applicants, however, only those selected for interviews will be contacted.

*Malton Neighbourhood Services is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs*