



Thunder Bay

Job Description

updated 2025

Position:	Youth Worker	Type of Employment:	School Year contract
Reports to:	Windsor Coordinator	Club Location:	Windsor Unit
Hours:	Up to 25 / week (weekdays)	Wage:	\$17.60 / hour

Overall function of the Youth Worker

To enrich the lives of children and youth in the Agency's catchment areas, by providing a diverse and challenging program that enhances their personal growth and development. Must be able to work 2:30 – 5:30 and possibly some early evenings.

Qualifications & Requirements

Criminal / Child Welfare Check	First Aid & CPR
High Five Certification	Education in the Human Service Field
Previous work with children an asset	Class F is an asset (if over 25)

Responsibilities

- Assist in the identification of the needs and interests of children and youth
- Attend and participate in training (online and in person)
- Ensure to be knowledgeable with fire / missing child safety procedures
- Assist in designing, organizing and implementing a diverse program of educational. Social, recreational, vocational, health and cultural age appropriate activities.
- Ensure planning has a variety of indoor / outdoor activities
- Implement weekly calendars
- Promote and encourage participation by members and the general public in programs
- Supervision of children and youth in designated areas
- Maintain excellent attendance stats for future reports and statistical information
- Prepare incident reports when required
- Conflict resolution and behaviour management with members
- Administer first aid when required
- Bring to the attention of the Supervisor any concerns or incidents that require follow up.
- Provide a safe and healthy environment for all youth attending the Club.
- Cleaning & Sanitizing the building, toys, furniture, etc...
- Ensure all areas are kept clean and change bulletin boards when needed
- Cleaning the playground and doing checks around the building regularly
- Must be able to work between 2:30 – 5:30 pm
- Any other related duties

Time spent playing and listening to children is never time wasted!