



Position:	Youth Worker	Type of Employment:	School Year contract
Reports to:	Windsor Coordinator	Club Location:	Windsor Unit
Hours:	Up to 22 / week (weekdays)	Wage:	\$17.55 / 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!