



DIXIE BLOOR
Neighbourhood Centre



JOB POSTING

POSITION : NYCE Youth Facilitator
REPORTS TO : Newcomer Youth Community Engagement Coordinator
WORK HOURS : 32 hours per week, 1.00pm - 8.00pm (some weekends)
RATE OF PAY : \$24 per hour

Dixie Bloor Neighbourhood Centre is an accredited, non-profit organization providing support services to residents of Mississauga East including immigrant settlement, employment, parenting, youth, seniors, community dispute resolution and volunteer opportunities.

Job Summary:

The NYCE Youth Facilitator is responsible for supporting newcomer youth by engaging them in a variety of activities and facilitating workshops and training sessions for the youth.

Duties and Responsibilities:

- Manages and maintains contact with newcomer youth according to program guidelines
- Facilitates and supports newcomer youth
- Provides information and referral to newcomers for appropriate services
- Outreaches at local schools; Presents workshops and networks to support recruited newcomers
- Attends and takes minutes at program meetings
- Prepares monthly statistics report, volunteer hours report, etc.
- Acts as a group leader, trouble shooter and problem solver
- Is involved in publicity, promotion. and fundraising

Qualifications:

- Post-Secondary Education in Social Work or progressive experience in Child and Youth work
- Familiarity with social and recreational needs of youth
- Familiarity with and sensitivity to the issues facing new immigrants and refugees
- Experience in group facilitation and youth engagement skills
- Strong computer skills in Windows, MS Office, Internet and social media, Adobe Illustrator, Photoshop, etc. ICARE database experience would be an asset
- Excellent Oral and written English communication skills and demonstrated judgement and discretion dealing with confidential and sensitive matters
- Enthusiastic team player, with a demonstrated ability to work both collaboratively and independently
- Leadership experience, strong organizational skills, attention to detail, with a demonstrated ability to prioritize tasks and juggle competing demands
- Flexible in work hours, use of car an asset
- Police check required
- Certified in First Aid/ CPR

Submit your resume and cover letter quoting **reference no. 018-032** by **November 19, 2018**

Dixie Bloor Neighborhood Centre,
3650 Dixie Rd., Unit 103, Mississauga, ON L4Y 3V9
Email: recruiting@dixiebloor.ca

We thank all those who apply, but only those selected for an interview will be contacted.
Dixie Bloor Neighbourhood Centre is an equal opportunity employer.
Accommodation will be provided if requested

