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| Job Title | <i>Youth Engagement Leader</i> |
| Position | <i>Between 35h to 37.5h per week</i> |
| Wage | <i>Between \$25 to \$27.50 per hour</i> |
| Reports to | <i>Executive Director</i> |
| Closing date | <i>August 31st, 2017</i> |

Job purpose

Working closely with the Executive Director, this position will be responsible for managing all aspects of the Youth on Board project including: project management duties, case management duties and youth recruitment duties during a three-year contract position.

Duties and responsibilities

Project Management

- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Execute the project according to the project plan
- Determine the resources (time, trainers, mentors, etc) required to complete the project
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Review the project schedule with the executive director; revise the schedule as required
- Determine the objectives and measures upon which the project will be evaluated at its completion
- Develop procedures and policies needed to complete the project
- In consultation with the executive director contract qualified consultants to work on the project as appropriate
- Ensure that all project contractors receive an appropriate orientation to the organization and the project
- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Ensure that files are properly maintained and kept confidential
- Establish a communication schedule to update stakeholders including appropriate staff in the organisation on the progress of the project
- Review the quality of the work completed with the project team on a

- regular basis to ensure that it meets the project standards
- Write reports on the project for management and for funders
- Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly)
- Meets budget by monitoring expenses; implementing cost-saving actions
- Create and maintain comprehensive project documentation, plans and reports
- Ensure that the project deliverables are on time, within budget and at the required level of quality
- Evaluate the outcomes of the project as established during the planning phase

Case Management:

- Recruit new clients by reviewing records and applications; conducting orientations.
- Determines clients' requirements by completing intake interviews.
- Monitors cases by verifying clients' attendance; observing and evaluating treatments and responses; advocating for needed services and entitlements; obtaining additional resources; intervening in crises; providing personal support.
- Maintains clients' records by reviewing case notes; logging events and progress.
- Prepares reports by collecting, analyzing, and summarizing results data and trends; compiling statistics;
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

Youth Recruitment:

- Interview, assess and coach youth to achieve their employment goals
- Develop employment opportunities that correspond to youth needs and make employment connections between youth and employers
- Facilitation of onsite and off-site workshops in the areas of career management, job search and job readiness
- Deliver orientation sessions and pre-employment based workshops including Resume Development, Interview Skills and Health & Safety in the workplace
- Assist youth with developing resumes, conducting interviews and job search, completing job application forms online and in person
- Create awareness of potential career options and pathways, using a variety of resources and tools
- Outreach and consult with employers (non-profit organizations only) to find employment opportunities, placements and/or other training suitable to the needs of the youth
- Document pertinent information and follow up notes with youth and employers regarding contract signings and placement monitoring

- Effectively trouble-shoots and problem-solves issues as they arise and keeps management advised
- Establish rapport and maintain effective relationship-building behaviours with employers and youth.
- Understand the importance of the volunteer staff partnership and integrates the value of volunteerism in dealings with members, volunteers, donors and staff.
- Liaise with employers to identify and define project requirements, scope and objectives
- Make certain that clients' needs are met as the project evolves
- Act as the point of contact and communicate project status adequately to all participants
- Organize the 2017 Education, Career and Volunteer fair
- Organize the 2018 Job and Volunteer Fair
- Do volunteerism presentations to high school student in high schools
- Other duties as required

Qualifications:

- University Degree Business Administration with a specialization in human resources or youth education or significant experiences in a similar position (3-5 year)

Job Requirements

- May be required to work evenings and/or weekends
- Position will involve some travel throughout the territory, at least once a year.

Conditions of Employment

- Vulnerable Sector RCMP security clearance prior to hire.
- A valid class 5 driver's license

Other:

- Experience working with youth, First Nations, community organizations, volunteers and businesses is an asset
- Excellent interpersonal, writing, speaking, coordinating and organizational skills is an asset
- Knowledge of written and spoken French is an asset
- Experience with Microsoft Office (word processing, database management, spreadsheets, email, Internet) is an asset

We thank all those who apply but we will only be contacting those applicants selected for an interview. Please forward your résumé and cover letter via e-mail to: executivedirector@volunteeryukon.com