Spence Neighbourhood Association

EMPLOYMENT OPPORTUNITY

POSITION RE-POST: Youth Drop-in/ Sports Programmer

Spence Neighbourhood Association is seeking to fill a 40-hour per week youth drop-in/sports programmer position. The Spence Neighbourhood Association is looking for a youth drop-in/ Sports programmer this position will work evening in the youth drop-in program and in SNA sports programming.

The SNA youth drop in is a program for 13-18 year olds in the Spence Community. The program runs evenings Monday to Friday 6:00- 10:00pm for 13-18 year olds, which works on building connections between the community and youth. The youth drop-in program staff will be responsible for working in a team to run the youth drop-in. This position would work closely with the youth programs manager, the newcomer outreach coordinator, outreach workers and city of Winnipeg staff to enhance and support strong weekday programming.

The Sports Program provides a healthy, safe and constructive environment in which kids can participate and develop their skills. Our programming focuses on integrating the teaching of life and sports skills. We strive to develop participant’s communication and social skills as well as increasing their self-confidence and leadership capacity. These skills will assist kids in overcoming life obstacles so that they become leaders in the community. The program also works to remove barriers from community clubs and sports organizations that make it impossible for youth in our community to play organized sports.

NOTE: This position is split between the youth drop-in and sports program and will be primarily evening and weekend work.

Primary responsibilities include:

- Planning, organizing and setting up daily programming.
- Work side by side with newcomer outreach worker to run the program.
- Finding ways to build belonging – connecting youth to the community, the people in their community and helping them play a role in making it a good place to live through the programming.
- Recruiting, managing, training and scheduling volunteers.
- Planning, preparing and serving a daily meal program.
- Keeping record of and reporting monthly on volunteer hours, attendance and activities.
- Taking a lead in communication with staff, volunteers and families.
- Safe walk and drive program.
- Family engagement in programming and special events.
- Support running Basketball, Futsol and sport exploration programming.
- Be able to provide clear direction and feed back to volunteers, and youth participants.
- Be able to communicate both verbally and in writing.
- Enjoy team work and be willing to assist other youth program leaders.
- Be able to work evenings and some weekend.
Desired qualifications:

- Must have experience organizing programming for 12-18 year olds.
- Must have experience working with inner city youth
- Must have education or training in coaching, teaching or recreational programming.
- Must be able to provide clear direction and feedback to volunteers, youth participants and green team youth assistants.
- Must have an in depth understanding of inner city communities and the issues facing youth
- Drivers Licence- Posses Class 4 driver's license or be willing to attain it
- Experience in report and proposal writing
- Must be able to communicate both verbally and in writing.
- Must enjoy teamwork and be willing to assist other youth program leaders.
- Must be able to provide a current criminal record check and child abuse registry check
- Must be able to work afternoons/evenings
- Current First aid and CPR training are assets.
- Creativity and ambition an asset

Hours and remuneration:
The Employee agrees to fulfill a 40-hour workweek. SNA agrees to pay $15 per hour for a 40-hour work week on a bi-weekly schedule, with hours paid as worked. Required CPP, EI, and tax deductions will be made and employer contributions will be paid. Responsibilities may require flexible hours to be worked (i.e., evenings and weekends). However, regular hours will be between 2 pm and 10 pm Monday to Friday and sports programming on weekends.

The Spence Neighbourhood Association would like to encourage applications from qualified candidates who reflect the diversity of our community.

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<th>DEADLINE FOR APPLICATION:</th>
<th>Please submit resume and cover letter by 4:00pm Monday January 22nd, 2018</th>
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| SUBMIT RESUME & COVER LETTER TO: | Spence Neighbourhood Association  
Attention: Jamil Mahmood  
615 Ellice Ave, R3G 0A4  
E-mail: jamil@spenceneighbourhood.org |