

May 2, 2018  
Internal /External Job Posting  
1 Youth Program Assistant-YEP Project  
(30-35 hrs per week; summer contract)  
Posting No. 2018-010

**Davenport-Perth Neighbourhood and Community Health Centre (DPNCHC)** is a multi-service community agency providing programs and services from early years to adults and primary health care to a diverse range of participants within a community development and health promotion perspective. **The Youth Program Assistant-YEP Project** will work with the Children & Youth Services staff and assist in the development, planning, implementation and evaluation of life-skills, leadership, arts and recreational activities for young people 13–16 years of age in the Youth Experience Placement (YEP) and MuralXpress projects.

**Abbreviated Responsibilities:**

- Participate in a constructive, collaborative and cooperative manner within the staff team in the planning and implementation of project activities and the maintenance of a safe, healthy and creative program
- Assist in providing supervision and role modeling for youth participants on and off-site
- Plan and facilitate participant workshops, activities and outings
- Maintain cooperative team interaction and collaborative decision-making processes
- Assist in the preparation of program space and the maintenance of equipment/supplies
- Prepare and maintain required files and records (client and program statistics, time sheets, work plans, etc.)
- Attend and actively participate in staff training, team meetings and project and team evaluations
- Assist in providing direction and support to youth assistants and other volunteers.

**Qualifications:**

- Due to funder requirements applicants must be between 15 - 30 years of age at the start of employment; have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year; be a Canadian citizen, permanent resident or person to whom refugee status has been conferred
- Minimum 1 year work or volunteer experience planning and facilitating activities for youth
- Demonstrated ability to work effectively as a part of a team and independently; must be creative, enthusiastic, energetic and able to provide encouragement and support to youth participants
- Demonstrated knowledge of effective practices related to youth and understanding of issues they face
- Post-secondary education in child and youth work, social work, recreation, physical education, arts, education, or related field is an asset
- Demonstrated organizational and time management skills
- Good English skills (written and oral)
- Experience working with diverse youth population in a community based setting is an asset
- Ability to speak a second language is an asset
- Skills related to visual/performing arts, recreation or sports is an asset
- Living in the Davenport-Perth Neighbourhood and CHC's catchment is an asset.

**Salary:** \$16.00 per hour plus statutory benefits. This position is not part of the bargaining unit.

**Contract/Hours:** June 25 – August 17, 2018; Monday to Friday (35 hours per week)

**Submit resume & cover letter, including in subject line:** **Posting No. 2018-010** to [hire@dpnchc.ca](mailto:hire@dpnchc.ca) or mail to 1900 Davenport Rd, Toronto, ON M6N 1B7.

**Due Dates: Internal Applicants: 5 pm, May 10, 2018. External Applicants: 5 pm, May 15, 2018.**

Davenport-Perth Neighbourhood and Community Health Centre encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class and gender /sexual orientation. Reasonable accommodation or any other special needs will be provided in all parts of the hiring process. If you require any accommodation, please advise Human Resources. As a condition of employment, all prospective employees will be required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted. No phone calls please. DPNCHC is a perfume free environment.