



Organization: Osgoode Youth Association (O-YA)  
Job Description: Jr. Youth Worker  
Reports To: Centre Manager  
Compensation: \$10.25 / hour  
Start Date: September 2011

### **Jr. Youth Worker Job Description:**

Being a Jr. Youth Worker at O-YA is fun, rewarding and challenging work experience. O-YA Jr. Youth Workers assist other Youth Workers to lead, mentor, supervise, engage, manage and coordinate activities for O-YA's After School Homework Club, PD Day Activities and Day Camps for youth ages 7 - 12. Jr. Youth Workers are expected to provide positive role modeling for participants, other staff and volunteers at all times and help with outreach and promotions to support new and existing programs. Jr. Youth Workers play an assisting role in planning, managing and running O-YA's programming. Jr. Youth Workers are expected to help create programs in partnership with other staff and facilitate programs that have been planned or created by other staff.

### **Additional Jr. Youth Worker Responsibilities:**

- Assist in organizing community events and recreational activities
- Work in a manner that preserves confidentiality and seeks to minimize risk in keeping with O-YA's Privacy, Confidentiality and Health & Safety Policies and Procedures
- Respect and value cultural and ethnic diversity and people with disabilities
- Contributing to O-YA's efforts to collect, analyze and report on data and relevant information, and participant in research as required
- Support O-YA's volunteers
- Promote awareness of and participation in O-YA programs, events and activities
- Participate in staff meetings

### **Qualifications:**

*The successful Jr. Youth Worker at O-YA will be someone who:*

- Is 16 years of age or older
- Can maintain a current Police Records Check
- Truly enjoys working with youth ages 7 - 12
- Has past experience working with youth
- Is understanding and sensitive towards youth and community issues
- Has basic computer skills (ie: Word and Excel)
- Works well both independently and in a group setting
- Is creative, fun, enthusiastic and able to 'think on their feet'
- Is motivated, organized and has initiative

*If you are interested in applying for the position of Jr. Youth Worker at O-YA, please forward your resume to the attention of Nicole McKerracher in person at O-YA or by email at [o-yacentre@rogers.com](mailto:o-yacentre@rogers.com).*