



INTERNATIONAL WOMEN OF SASKATOON (IWS)

International Women of Saskatoon (IWS) Position Description

JOB TITLE:
Child/Youth Program Associate II (Skills Development & Academic Enrichment)
TITLE OF DIRECT SUPERVISOR:
Manager, Skills Development & Community Connections Programs
TITLE OF DIRECT REPORTS:
N/A
ORGANIZATIONAL PROFILE:
The International Women of Saskatoon (IWS) is a grassroots women's organization and a registered charity established in 1985 with the mandate to help improve the status of newcomer/ immigrant/ refugee women and their families residing in Saskatoon and area by assisting them, using innovative programs and delivery strategies, to become full participating members of Canadian society.
PROGRAM DESCRIPTION:
The Youth-in-Transition (YIT) program is a part of our broad programming support for newcomer children during the summer months. The Youth-in-Transition (YIT) program, is divided into two sub-groups namely: YIT (Boys ONLY) and YIT (Girls ONLY) for newcomer youth ages 12-16 . It is designed to provide experiential learning opportunities, through in-class instructions on language and life skills, field trips/tours for social connections and volunteerism aimed at promoting successful settlement, integration, youth empowerment and leadership capacity development.
SCOPE OF THE WORK:
Reporting to the SDCC Programs Manager, the individual in this position is responsible: program planning, content development, direct client services, program implementation/delivery, data entries and report writing.
TASK DESCRIPTION:
Direct Client Support Services <ul style="list-style-type: none">• Work, collaboratively, with other members of the team to foster a positive work environment• Develop and foster positive relationships with program youth, parents/guardians, and volunteers• Act as a positive role model with respect to professionalism and involvement with participants in the program• Use case management model to provide early intervention supports with due consideration• Ensure exceptional quality client service delivery and responds to parent/guardian inquiries, proactively addressing/resolving and mitigating potential misunderstandings• Communicate with parents/guardians regarding the medical and/or special needs of registered participants, their child's behavior and children who are upset and/or ill ☐ Comply with privacy/confidentiality policies and rules Activity Planning & Scheduling <ul style="list-style-type: none">• Be responsible for identifying topics/lesson plans and developing learning materials that are specifically designed to achieve skills development and academic enrichment outcomes• Plan and organize age appropriate, in line with the approved themes, daily learning opportunities that would facilitate skills development and academic enrichment experiences for the clients• Organize and prepare materials required for scheduled activities• Liaise with Rec and Social Connections Youth Program Associate II to create and present to Manager a detailed activities schedule for approval• Liaise with Program Worker to identify volunteer needs to support off-site/on-site program activities• Compile and submit to the Program Worker list of program supplies required for the implementation of the program activities



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- Liaise with the Program Worker to determine and facilitate arrangements for guest speakers/facilitators and transportation supports

Implementation of Skills Development and Academic Enrichment Activities

- Promote a practice/culture of team work, safety, inclusion, learning, personal development and fun for all implementation strategies
- Be responsible for the day to day supervision of participants including but not limited to during daily activities, lunchtime, transition times, early morning drop off and late pick up
- Use group based instructional strategies to facilitate life skills and academic enrichment activities on such themes as: EAL/ESL classes, health, safety, Canadian culture, bullying and relationships, financial literacy, substance abuse, etc.
- Identify skills gaps of participants and plan targeted instruction through prior skills assessments
- Work one-on-one or in small groups to improve participants' engagement
- When required/appropriate, plan/implement joint programming activities with other groups
- Track participants' participation and monitor growth and development
- Ensure that all required equipment and supports including Guest Presenters are available prior to the start of scheduled activities
- Work collaboratively with assigned volunteers to ensure the success of the program activities
- Ensure that program and services meet and/or exceed organizational and funder requirement
- Responsible for the cleanliness of program space and inventory as well as set up/take down of equipment for program activities
- Assist with the planning and preparation of healthy meals and snacks for program participants

Evaluation & Reporting

- Maintain daily journals and related records and documentation, such as: statistics, progress reports, activity plan and client activity profile using approved templates/data entry systems
- Using approved evaluation strategies and tools, actively gather feedback from program participants and parents
- Develop monthly written reports (narrative and statistical) that will include status reports on clients and program progress/performances and submit on due dates
- Perform other related duties and responsibilities as required in furtherance of the program

FACTOR INFORMATION

- A minimum of two years University Education in Education/Arts/Social Sciences
- Proven record of keen interests in sports/recreational and community connections activities
- Demonstrated Knowledge and Skills in Life skills/Workshop Facilitation
- 1-2 years of relevant work experience with newcomer, immigrant and refugee children and youth with low literacy skills and who may have been impacted by trauma

CORE COMPETENCIES

- Ability to multi-task and work under pressure with minimum supervision independently and in cooperation/collaboration internally with staff and externally with other agencies
- Knowledge and understanding of the peculiar barriers faced by newcomer, immigrant and refugee children and youth
- Ability to work with a wide variety of ages and demographic groups
- Ability to observe and assess staff and participants behavior, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
- Demonstrated ability to provide leadership to children and youth and relate to their unique developmental stage in life with genuine love, care, respect and guidance
- Knowledge of current available settlement programs, services and resources
- Program and event planning, development, organization and implementation skills



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<ul style="list-style-type: none">• Excellent communication (oral and writing) skills• Ability to organize and lead outdoor activities: games, sports, field trips, within and outside the city• Positive attitude, enthusiastic, upbeat personality• Valid Criminal Record Check/Vulnerable Sector Search• Valid First Aid/CPR Level C• Other Language abilities is an Asset• Valid driver's license and reliable vehicle is an asset
EFFORT
<ul style="list-style-type: none">• May have multiple shifting priorities with frequent interruptions• Will have to engage in regular physical activities
WORKING CONDITIONS
<ul style="list-style-type: none">• May work in both an office environment and offsite at program locations• May work evenings and weekends as require• May travel within and outside Saskatoon
HOURS OF WORK & SCHEDULE
<ul style="list-style-type: none">• 35 hours per week• Monday to Friday, 9:00am – 4:30pm
WAGE & BENEFITS
<ul style="list-style-type: none">• \$17.50/hour plus MERCs
CONTACT INFORMATION
<ul style="list-style-type: none">• May work evenings and weekends as require• May travel within and outside Saskatoon
APPLY TO:
HR/Policy Manager International Women of Saskatoon careers@iwssaskatoon.org
APPLY BY:
Wednesday, May 15 th , 2019
CONTRACT DURATION:
June 3rd to August 30 th , 2019
Note: We also wish to advise that only those individuals who have been selected for an interview will be contacted.