

International Women of Saskatoon (IWS)
Position Description

JOB TITLE:
Summer Student Position: Youth Program
TITLE OF IMMEDIATE SUPERVISOR:
Program Manager
NUMBER 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 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 in all aspects of Canadian society.
SCOPE OF WORK
Reporting to the Manager, the individual in this position is responsible for facilitating theme-based learning opportunities for newcomer girls enrolled in our NeXT Generation Girls: a Girls’ Leadership Development camp for newcomer girls, non-permanent residents, ages 8-14 . The primary tasks include content development, program planning, workshop facilitation, data entry and report writing.
TASK DESCRIPTION
<ul style="list-style-type: none"> • Ensure a warm and welcoming environment for all clients and stakeholders. • Be responsible for content development and program planning. • Be responsible for development, compilation and maintenance of materials/resources and attendance records. • Be responsible for facilitating gender-based leadership development for young newcomer girls using multiple strategies including life skills workshops, arts & crafts, information and orientation, and recreation, where safe and appropriate. • Provide leadership, mentorship and positive role modelling for clients. • Respond to client and public enquiries by phone, in person and e-mail, providing information on services in a courteous, professional and timely manner. • Input and maintain client data/records using approved forms and standard operating procedures. • Be responsible for creating and client files • Be responsible for the collection and record of client feedback and impact stories. • Be responsible for reminder calls to parents and guardians; conducting client follow-up activities. • Provide secretarial/administrative supports. • Assist with all other duties as may be required in furtherance of the objectives and the mission of IWS.

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FACTOR INFORMATION
EDUCATION & EXPERIENCE
<ul style="list-style-type: none">• Current full time undergrad in Gender & Women’s Studies or Education or General Art & Science• Must be intending to return to school full-time next year,• Must eligible to work in Canada in accordance with applicable legislation and regulations.
SKILLS & KNOWLEDGE
<ul style="list-style-type: none">• Ability to multi-task and work under pressure with minimum supervision, independently and in cooperation/collaboration others• 1-2 year experience working with young girls, ages 12-15• Demonstrated ability to provide leadership to youth and relate to their unique developmental stage in life with genuine love, care, respect and guidance• Excellent communication (oral & writing) skills• Excellent client service orientation, leadership, and problem solving skills• Team building and behaviour management strategies• Initiative and self-management skills• Proficiency in MS Office Applications• Positive attitude, enthusiastic and upbeat personality• Valid First Aid/CPR Level C is an asset• Have or willing to acquire valid Criminal Record and vulnerable sector search check• Other Language abilities is an asset• Commitment to the vision and values of IWS
EFFORT
<ul style="list-style-type: none">• May have multiple shifting priorities with frequent interruptions
WORKING CONDITIONS
<ul style="list-style-type: none">• May work in both an office environment and offsite at program locations• May travel within Saskatoon and Saskatchewan• Work Hours: Monday – Friday 9am – 4:30pm• Hours per day/ week: (7hours/day. 35 hours/week)• Contract Duration: June 10, 2024 to August 16, 2024• Wage: \$16/hour plus MERCs <p>Apply to: HR/Operations Manager careers@iwssaskatoon.org</p> <p>Deadline: April 26, 2024</p> <p>Note: Please be advised that only those shortlisted will be contacted for Interviews.</p>