



## INTERNATIONAL WOMEN OF SASKATOON (IWS)

### International Women of Saskatoon (IWS) Position Description

<b>JOB TITLE:</b>
<b>Child/Youth Program Associate II (YIT Girls)</b>
<b>TITLE OF DIRECT SUPERVISOR:</b>
Manager, Skills Development & Community Connections Programs
<b>TITLE OF DIRECT REPORTS:</b>
N/A
<b>ORGANIZATIONAL PROFILE:</b>
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.
<b>PROGRAM DESCRIPTION:</b>
<p>The Youth-in-Transition Girls program is a youth engagement and leadership program designed to provide a learning environment for newcomer girls ages 12-16. The program will help them establish social and professional networks so they are engaged and feel welcomed in their new community.</p> <p>The YIT group activities include the following: sports/recreation, social connection activities, life skills workshops, academic supports, field trips/tours, arts and crafts, volunteerism and leadership development activities.</p>
<b>SCOPE OF THE WORK:</b>
Reporting to the SDCC Programs Manager, the individual in this position is responsible for: program planning, content development, direct client services, program implementation/delivery, data entries and report writing.
<b>TASK DESCRIPTION:</b>
<b>Direct Client Support Services</b> <ul style="list-style-type: none"><li>• Work with team members to create a positive environment</li><li>• Welcome and interact with program participants and their parents</li><li>• Develop and foster positive relationships with program youth, parents/guardians, and volunteers</li><li>• Act as a positive role model with respect to professionalism and involvement with participants in the program</li><li>• Use case management model to provide early intervention supports with due consideration</li><li>• Ensure exceptional quality client service delivery and responds to parent/guardian inquiries, proactively addressing/resolving and mitigating potential misunderstandings</li><li>• 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.</li><li>• Comply with privacy/confidentiality policies and rules</li></ul> <b>Activity Planning &amp; Scheduling</b> <ul style="list-style-type: none"><li>• Be responsible for identifying topics and developing lesson plans and instructional materials that are specifically designed to achieve skills development, academic enrichment, recreational, and social connection outcomes</li></ul>



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- Plan and organize age appropriate, in line with the approved themes, daily learning opportunities and experiences for the clients
- Create and submit to Program Manager a theme based activity schedules for approval
- Liaise with Program Worker to identify volunteer needs to support off-site/on-site program activities
- Organize and prepare materials required for scheduled activities
- Compile and submit to the Program Worker list of program supplies required for the implementation of the program activities
- Liaise with the Program Worker to determine and facilitate arrangements for guest speakers/facilitators and transportation supports

### **Implementation of Rec & Community Connections Activities**

- Promote a practice/culture of safety, inclusion, learning, personal development and fun for all implementation strategies
- Responsible for the day to day supervision of participants during daily program 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.
- Lead and engage the clients in fun and safe sports, recreational and social connection (field trips and tours) activities and experiences
- Ensure that all necessary equipment and supplies are provided/supplied and functional prior to start of scheduled activity; organize and set up equipment required for scheduled activities
- Explain the rules of the activities and instruct participants at a variety of skill levels
- Be responsible for ensuring the safety of the clients in/during group activities supervision, accident prevention and safety education
- Implement/modify activities to suit the need of specific target group
- Work collaboratively with assigned volunteers to ensure the success of program activities
- Ensure that the youth are involved in all aspects of the program and that their needs are fulfilled
- 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 program and services meet and/or exceed organizational and funder requirement
- Responsible for the cleanliness of program space and inventory including the 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/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



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- Develop monthly written reports (narrative and statistical) that will include status reports on client and program progress/performances and submit on due dates
- Perform other related duties and responsibilities as required in furtherance of the program objectives

### FACTOR INFORMATION

#### EDUCATION & EXPERIENCE

- A minimum of 2 years of University Education in Education/Art/Social Sciences
- Proven record of keen interest in sports/rec 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 in area
- Program and event planning, development, organization and implementation skills
- Excellent communication (oral & writing) skills
- Ability to organize and lead outdoor activities: games, sports, field trips within and outside the city
- Program & event planning, development, organization and implementation skills
- Camp experience is an asset
- 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

- Will have multiple priorities with frequent interruptions
- Will have to engage in regular physical activities

#### WORKING CONDITIONS

- May work in both an office environment and off-site at program locations
- May work evenings and weekends as required
- Travel within Saskatoon and Saskatchewan

#### HOURS OF WORK & SCHEDULE

- 35 hours per week
- Monday to Friday, 9:00am – 4:30pm



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<b>WAGE &amp; BENEFITS</b>
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| <ul style="list-style-type: none"><li>• \$17.50/hour plus MERCs</li><li>• Standard Organization's Group Retirement Plan/Health and Dental Benefits</li></ul> |
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<b>CONTACT INFORMATION</b>
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<b>APPLY TO:</b>
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HR/Policy Manager International Women of Saskatoon (IWS) careers@iwssaskatoon.org
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<b>APPLY BY:</b>
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Monday, May 21, 2018 by 11:59pm
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<b>CONTRACT DURATION:</b>
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June 4, 2018- August 31, 2018
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<b>Note:</b>
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We also wish to advise that only those individuals who have been selected for an interview will be contacted.
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