

Position Title Summer Student – Youth Assistant (pending funding approval)
Department: Youth Department
Reports to: Manager of Settlement Workers in Schools (SWIS)

SUMMARY

This is a Service Canada – Summer Student position. The person hired must be a full time student and must be returning to full time school in September. Under the direction of the Manager of Settlement Workers in Schools (SWIS), the Youth Assistant is responsible for supporting the Youth Coordinator with all aspects of youth programming. Youth programs will include the Neonology Leadership Camp, Expressions, Explore North Shore, and Back to School. This position will also be involved with the Community Connections Team assisting with events and workshops with priorities given to special events. Duties for this role will be similar to those of the youth programs but will be directed at adults. Both roles will require the student to become familiar with NSMS programming objectives and client service philosophy, and understand clearly his/her role in achieving the goals and outcomes for Youth and Community Connections Programs. This position is currently pending funding approval.

DUTIES

1. Becomes familiar with NSMS programming objectives and client service philosophy, and understands clearly his/her role in achieving the goals and outcomes for the respective areas
2. Supports the Youth Coordinator with all aspects of youth programming for newcomer elementary to high school aged youth.
3. Work with the Youth Coordinator assisting with program promotion, participant recruitment, curriculum development, and administrative duties
4. Aid in multiple programs by supporting with co-facilitation, evaluation compilation and summary, data entry, session set-up and take down
5. Attend the Neonology overnight camp to assist facilitators with logistics and organizing
6. Work with the Community Connections team to ensure appropriate planning, delivery, and evaluation of community activities
7. Assist in the facilitation of local community events such as Canada Day, and NSMS events such as HUB Bike, Club Café, and volunteer orientations

QUALIFICATIONS

- Personal Suitability:** Empathetic, respectful and discrete, remains tactful and patient during stressful situations. Ability to multi-task in a fast paced environment.
- Education:** Ideal for students from Social Science, Communications, Youth or Business programs.
- Skills:** Good organizational ability, attention to detail skills, excellent communication and computer skills.
- Desirable Skills:** An additional language and experience working in culturally diverse environments are assets.

ADDITIONAL INFORMATION

- Supervision Received:** This position reports to the Manager of Settlement Workers in Schools (SWIS)
- Orientation Period:** A reasonable period to learn this position at an adequate level would be 1 month.
- Equipment Used:** Personal computer, software applications (word processing, database), and standard office equipment
- Work Schedule:** Monday to Friday, 35 hours/week with some weekend and after hour commitments, 16 week contract May 7th – August 24th (pending funding approval).
- Salary:** \$16.00/hour
- Respond by April 16, 2018** Reference: Summer Student – Youth Assistant
Coordinator Hiring Committee
North Shore Multicultural Society
207-123 East 15th St, North Vancouver, BC V7L 2P7
Email: hr@nsms.ca

NSMS is an equal opportunity employer. Thank you for your interest, only short listed applicants will be contacted.