



## **Youth Recreational and Leisure Activities Program Coordinator Timmins Youth Wellness Hub**

The Timmins Youth Wellness Hub (YWH) is offering two 8-week Summer Program Coordinator positions.

The vision of the Timmins YWH is to create a community for all youth to connect, belong, and grow.

As a Youth Wellness Hubs Ontario (YWHO) site, we aim to bring the right services to youth (12-25) and their families at the right time and in the right place. YWHO is improving Ontario's mental health and substance use services for youth and their families by providing rapid access to mental health and substance use services with walk-in, low-barrier services and clear pathways to service.

We welcome and strongly encourage applications from candidates from diverse and equity-seeking groups including, but not limited to: Indigenous individuals, people of colour, as well as those who identify as 2SLGBTQ+.

The Timmins Youth Wellness Hub is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs.

### **JOB SUMMARY**

This position supports the Timmins Youth Wellness Hub (YWH), serving youth between the ages of 12 to 25. The Hub's mission is to bring together youth and community partners to support social, mental, physical, and social well-being with activities, resources, and services. Under the direction of the Skills and Wellbeing Programming Coordinator, the Summer Program Coordinator will help with program development and delivery, which incorporates tools for adulting, mindfulness, mental health, physical activity, arts, and culture.

### **DURATION**

This position will take place from July to August 2024, with an anticipated start date of July 2, 2024. The duration of this position is 8 weeks.

### **RESPONSIBILITIES**

- Assist with the development and facilitation of Skills & Wellbeing activities, including outdoor programming. This includes collaborating with youth, adult volunteers, and others to create skills-building and wellbeing workshops and activities.
- Attend Skills & Wellbeing activities and provide support to youth participants by:

- Contributing to the creation of a safe, inclusive, and welcoming space that is free of judgment and stigma
- Building rapport and establishing open, honest, supportive, and non-judgmental relationships with youth
- Actively participating in activities
- Greet, welcome, and orient youth to the Hub:
  - Introduce them to staff and other youth,
  - Give them a tour, explain how it operates
- Special projects as assigned
- Demonstrate personal integrity and authentic concern for the emotional and physical safety of youth
- Refer to clinical staff any youth in need of crisis, mental health, or other core service supports
- Ensure confidentiality and is able to set boundaries
- Engage in personal self-care practices and techniques
- Participate in training associated with the Summer Program Coordinator role

### **QUALIFICATIONS/SKILLS/ASSETS**

- Demonstrated ability to work in and create a safe, respectful and stigma-free environment
- Excellent interpersonal and communication skills
- Ability to work both independently and within a team
- Strong awareness of limitations and personal/professional boundaries
- Ability to relate and connect with youth across the 12 to 25 year age span
- Be an active listener, empathetic, hopeful and optimistic, open minded and non-judgmental
- Has or willing to learn how to share strategies and experience in a way that supports a youth's development
- Personal commitment to self-care
- Valid First Aid & CPR certificate is considered an asset
- A satisfactory and current Vulnerable Sector Screening is a requirement
- Knowledge of Timmins community, community resources and the Hub is an asset
- Bilingualism (French/English) is an asset
- Basic kitchen skills and knowledge of corresponding health and safety practices (food handling course) is an asset

### **ADDITIONAL REQUIREMENTS**

- Candidate must be between the ages of 15 and 30
- Candidate must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment. International students and other temporary residents of Canada are not eligible.
- Valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations

- Willingness to work flexible hours, including some evenings
- Must be able to participate in team meetings, supervision and training sessions as required
- Ability to work respectfully and collaboratively with other staff teams and abide by all Timmins YWH policies, including the Social Media policy (below).
- The Timmins Youth Wellness Hub has a mandate requiring all employees to be fully vaccinated against COVID-19.

### **WORKING CONDITIONS**

- Daily work conditions are comparable to standard office conditions with minimal exposure to hazards. Some activities will require the candidate to work outdoors.
- Working variable hours including evenings and weekends.

### **SUPERVISION**

The Program Coordinator reports to the Timmins YWH Skills and Wellbeing Programming Coordinator and attends supervision and staff meetings as scheduled. While working at the Youth Hub, the Program Coordinator may also receive direction from the Executive Director and will seek additional support/direction as needed. The Program Coordinator is required to report safety concerns to their assigned Supervisor or on-site Supervisor. They are also expected to fully participate in all evaluation processes, i.e., program and staff evaluation.

### **SALARY RANGE**

\$19/hour, 35 hours per week

### **SOCIAL MEDIA POLICY**

The Timmins Youth Wellness Hub prioritizes youth safety (physical, sexual, and emotional) and youth privacy, as well as creating a positive, respectful, and appropriate mentor relationship between staff and youth. Social networking through the Program Coordinator's use of online social media may impact youth safety and privacy, as well as other aspects of the mentor relationship.

The Program Coordinator will practice safe social media practices with youth. In this position a Program Coordinator will:

- Decline any social media requests from YWH youth participants to them on Facebook, Instagram, Snapchat, etc.
- Not follow any youth participants if they become friends during the hub
- Ask youth attending the YWH to unfollow them on social media
  - Inform youth that they will be blocked for safety reasons if they do not unfollow
- Not respond to youth's attempts to contact them through messages if it is not urgent
  - Refer youth to helpful numbers card if the request is urgent

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.

**CLOSING DATE**

Thursday, May 23, 2024 at 5:00 PM

Resume and cover letter, including references, to be submitted no later than Thursday, May 23, 2024 at 5:00 PM to

Maegan Cooper  
Intake Coordinator, Timmins Youth Wellness Hub  
[maegan.cooper@ywhtimmins.ca](mailto:maegan.cooper@ywhtimmins.ca)

**Only those candidates selected for an interview will be contacted.**