



Job Title: Youth Engagement Co-ordinator
Reports To: Director, Co-operative Young Leaders
Job Location: Aylmer, Ontario
Job Classification: Canada Summer Jobs Program

Contract Length: June 26, 2019 to August 20, 2019
Wage Rate: \$16.90 per hour / 35 hours per week
Application Deadline: Friday, May 3, 2019

Job Summary: The Youth Engagement Co-ordinator (YEC) will assist in the coordination and administration of the 52nd annual Co-operative Young Leaders (CYL) summer youth leadership camp. The position involves supporting both the onsite facilitators and participants with program planning, coordination of events and activities and working to develop and improve curriculum for all weeks of camp. Additionally, the YEC will liaise with the CYL Director to deliver a unified communication and marketing strategy to the parents, sponsors, external vendors, CYL stakeholders and approximately 150 youth participants from across Ontario.

Working Environment: The successful candidate will work in a rural setting at the Co-operative Education Centre (CEC) in Aylmer, Ontario. The CEC is managed by an amazing team that promotes, supports and fully embodies a warm, respectful, and open atmosphere.

***Please note that this position requires some evening and weekend work.**

Primary Duties and Responsibilities:

1. Communicate directly with facilitators and participants regarding weekly programming and activities.
2. Promote participation in CYL program to co-operative sponsors, volunteers and young people.
3. Collaborate with the CYL Director to plan and implement a communications strategy for CYL camp.
4. Work directly with the staff at the CEC.
5. Use social media platforms to promote CYL through the Ontario Co-operative Association's (OCA) social media platforms (Instagram, Twitter and Facebook).
6. Provide on-site assistance to facilitation teams as needed during the proposed five week-long CYL sessions, including escalating issues to the CYL Director as required.
7. Attend weekly onsite visits with the CYL Director to interact with facilitation teams, participants, and CEC staff.
8. Develop facilitation skills and assist other facilitators in delivering the curriculum.

9. Prepare weekly materials for CYL facilitation teams and coordinate logistical issues.
10. Support the OCA Communications Manager by providing weekly updates on CYL camp activities for the monthly newsletter.

Education and Experience:

1. Post-secondary studies in Recreation and Leisure, Teaching, Communications, or Community Engagement
2. Knowledge of co-operatives, and/or experience in a non-profit, membership-based or co-operative environment preferred
3. Working with youth
4. Design and delivery of training materials and group facilitation
5. Event planning and coordination
6. Strong written and verbal communication skills
7. Strong interpersonal, facilitation and presentation skills
8. Strong administrative and organizational skills
9. Strong problem solving and conflict management skills
10. Ability to work independently and also in a team environment
11. Proficiency in utilizing social media and Microsoft software
12. Familiarity with CYL or other OCA programs is a strong asset
13. A valid vulnerable person's criminal record check report is required

Terms:

- Length of Contract: 8 Weeks duration from June 26, 2019 to August 20, 2019
- 35.0 hours per week, based on a flexible work schedule. Some evening or weekend work is required.

How to Apply:

Please forward your resume and cover letter by 4 pm on **Friday, May 3, 2019** to youth@ontario.coop.

Thank you to all candidates for your interest. Please note only those being considered for an interview will be contacted. Personal information collected through the recruitment process will be used solely to determine eligibility for employment.