



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

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

Job Summary: The Youth Program Co-ordinator will assist in the coordination and administration of the 52nd annual Co-operative Young Leaders (CYL) summer youth leadership camp. The position involves the coordination of CYL operations and volunteers, program planning, curriculum development, and reporting. Additionally, the Youth Program Co-ordinator will collaborate 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 at the Ontario Co-operative Association (OCA), a small office located in downtown Guelph. The OCA is comprised of a small staff team that promotes, supports and fully embodies a warm, respectful, and open atmosphere.

Primary Duties and Responsibilities:

1. Assist in the ongoing registration of CYL participants and facilitators in an online registration platform.
2. Correspond daily with stakeholders, by both email and telephone.
3. Prepare weekly materials for CYL facilitation teams and coordinate logistical issues.
4. Promote participation in CYL program to co-operative sponsors, volunteers and young people, through traditional business outlets and OCA's social media platforms (Twitter, Facebook, Instagram)
5. Collaborate with the CYL Director to plan and implement a communications strategy for CYL camp.
6. Collaborate with the CYL Director for the preparation and delivery of CYL Base Camp including administration duties, preparation of materials, registration, and communication to participants.

Education and Experience:

1. Post-secondary studies in Social Science, Business, Communication, or Community Engagement
2. Knowledge of co-operatives, and/or experience in a non-profit, membership-based or co-operative environment preferred

3. Design and delivery of training materials
4. Event planning and coordination
5. Strong written and verbal communication skills
6. Strong administrative and organizational skills
7. Strong problem solving and conflict management skills
8. Ability to work independently and also in a team environment
9. Proficiency in utilizing social media and Microsoft software
10. Familiarity with CYL or other OCA programs is a strong asset

Terms:

- Length of Contract: 8 Weeks duration from June 3, 2019 to July 26, 2019
- 35.0 hours per week

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.