



JOB POSTING

POSITION: YOUTH DEVELOPMENT SUPERVISOR (SOUTH-EAST)
1 YEAR MATERNITY LEAVE CONTRACT

ABOUT US

Safe City Mississauga, a registered charitable organization, is guided by the vision of Mississauga being a crime free city to live, work and play and is mandated to provide programs, services and information that contribute to the prevention and reduction of crime and the promotion of community safety initiatives in the City of Mississauga.

POSITION

Safe City Mississauga is seeking a full-time (35 hours per week) Youth Development Supervisor (South-East) to cover a 1 year maternity leave. This position requires strong supervisory skills, knowledge of child and youth development, knowledge about the Ontario Education system, budgeting skills, coordination and communication skills, evaluation skills and an understanding of the root causes and effects of crime, as well as crime prevention methodologies. The successful candidate will be responsible for coordinating Aspire's sites, programing, volunteers, and students, as well as program evaluation in South-East Mississauga. The Youth Development Supervisor (South-East) will report directly to the Community Services Manager.

TERMS

- Status: Maternity leave contract (12 months)
- Hours of work: 35-hour work week, requiring flexibility in scheduling. Must be able to work some evenings.
- Salary: Salary and remuneration is based on education and experience.
- Vacation: Full-time employees are entitled to two weeks' vacation upon accrual.
- Location: Mississauga, Ontario with travel throughout the Peel Region and surrounding GTA (mileage reimbursed).
- Police background check required/ CPR and First Aid Certification an asset.
- Clean driving licence required and must have access to a vehicle.
- Reference checks will be conducted prior to extending an offer.

QUALIFICATIONS AND SKILLS

<i>Qualifications</i>	
Education	<ul style="list-style-type: none"> • Degree or Diploma in a relevant discipline (e.g. social work; teaching; community development; criminology; program or project management) • Master's degree an asset
Knowledge	<ul style="list-style-type: none"> • An academic understanding of the causes and effects of crime • A practical understanding of program and project management • A practical understanding of the non-profit sector • A practical understanding of financial management and budgeting • An understanding of how economic, cultural and societal change impacts the behaviour of people particularly children and youth • Knowledge in executing evaluation plans in alignment with an established framework

Work Experience	<ul style="list-style-type: none"> • Minimum 3 years in a fast-paced environment • Non-profit experience preferred • Experience working with children and youth considered an asset • Experience coordinating an after-school program considered an asset
Competencies/ Skills	
Management / Coordination	<ul style="list-style-type: none"> • Coordinates and prioritizes tasks appropriately for program delivery, program funders, program support staff, partners and volunteers • Responsible for the oversight, supervision and effectiveness of operating Aspire site locations (South-East) • Responds to requests for information and applications in a timely manner • Coordinates meetings/ events with program support staff and volunteers to ensure deliverables are on track, providing support and guidance • Liaises with clients, participants, stakeholders, funders and key partners
Communications	<ul style="list-style-type: none"> • Clearly and effectively transmits technical and research concepts for different audiences (oral presentations, written reports) • Ability to express oneself and communicate with others verbally • Ability to work collaboratively and build relationships and partnerships • Ability to provide guidance and support to program staff and volunteers through effective communication practices • Ability to form meaningful relationships with individuals and groups within a diverse community context
Research/ Analysis	<ul style="list-style-type: none"> • Able to breakdown raw information and undefined problems into specific, workable components that in-turn clearly identifies the issues at hand • Identify and access a wide range of relevant information and resources and compile and organize facts and information • Prepares research reports, memos, briefs, presentations
Technical	<ul style="list-style-type: none"> • Proficient in Microsoft Office (Word, PowerPoint, Prezi and Excel) • Proficient in online productivity tools (e.g. survey tools, webinar/ online meetings)
Organizational/ Time Management	<ul style="list-style-type: none"> • Strong planning and time management skills sufficient to prioritize role deliverables and meet weekly reporting and activity deadlines
Problem Solving	<ul style="list-style-type: none"> • Anticipates, identifies, and defines problems • Seeks root causes • Develops and implements practical and timely solutions • Develop and administer performance reviews for support staff and volunteers
Accuracy	<ul style="list-style-type: none"> • Ability to process information with high levels of accuracy
Interpersonal	<ul style="list-style-type: none"> • Demonstrates exceptional customer service skills e.g. assertiveness, listening, empathy, positive attitude • Well-spoken, confident in delivering presentations, can handle competing multiple priorities • Personable and approachable • Communicates with tact and empathy • Displays flexibility and resiliency in a changing environment

TO APPLY

Please send your electronic application to hr@safecitymississauga.on.ca by 4:30pm on Wednesday, September 13th, 2017. Applications received after this time will not be considered.

Your application should include: (a) a cover letter explaining your interest in the position and why you are well suited for it, (b) your resume or curriculum vitae, (c) a list of three references and (d) two writing samples.

We thank all applicants, however, only candidates selected for an interview will be contacted. This position is not eligible for relocation assistance. No agencies and no phone calls, please. Nothing in this posting should be construed as an offer or a guarantee of employment. Successful candidates are expected to undergo a police reference check.

Safe City Mississauga is an equal opportunity employer, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities.