



JOB POSTING

POSITION: YOUTH MENTOR AND PROGRAM SUPPORT

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 Youth Leadership Counselor. The successful candidate will be responsible for assisting in planning, organizing, and implementing a mentorship program for youths aged 15-18, as well as community and charitable events alongside Peel Regional Police. The Youth Leadership Counselor will have the opportunity to assist and learn from officers within the various units of the Community Support & Diversity Relations Bureau. The position requires an interest in working in a mentorship role and an interest in gaining work experience/job skills training. The successful candidate will assist with general office tasks as required.

TERMS

- Status: Seasonal fixed-term contract
- Hours of work: 35 hour work week.
- Duration of Contract: June 18 to August 24, 2018
- Compensation: \$16.74/hour (paid statutory holidays; unpaid sick time)
- Location: Mississauga, Ontario with travel throughout the Peel Region and surrounding GTA.
- Police background check to be conducted prior to extending an offer.
- Eligible to work in Canada.
- Reside in the Region of Peel.
- CPR and First Aid Certification an asset.

QUALIFICATIONS AND SKILLS

<i>Qualifications</i>	
Education	<ul style="list-style-type: none"> • Student currently completing a Degree or Diploma in a relevant discipline is an asset (e.g. social work; education; recreation, child and youth services, community development; criminology; leadership studies, or project management)
Knowledge	<ul style="list-style-type: none"> • An academic understanding of the causes and effects of crime an asset • A practical understanding of program and project delivery
Work Experience	<ul style="list-style-type: none"> • Minimum 2 years' experience working with youth • Interest in mentoring and working with youth as a role model • Experience working as a role model and mentor for youths aged 15-18. • Experience coordinating a youth program an asset. • Experience coordinating community and charitable events an asset. • Experience working independently and/or in a team setting. • Office administration experience an asset.

Competencies/ Skills	
Management / Coordination	<ul style="list-style-type: none"> • Coordinates and prioritizes tasks appropriately for program delivery. • Responds to requests for information in a timely manner.
Communications	<ul style="list-style-type: none"> • Ability to express oneself and communicate with others verbally and through writing. • Ability to work collaboratively and build relationships • Ability to provide guidance and support to youth through effective communication practices • Ability to form meaningful relationships with individuals and groups within a diverse community context
Technical	<ul style="list-style-type: none"> • Proficiency in Microsoft Office (Word, Excel, and Google Docs) an asset.
Organizational/ Time Management	<ul style="list-style-type: none"> • Strong planning, organization, and time management skills sufficient to prioritize role deliverables and meet deadlines.
Problem Solving	<ul style="list-style-type: none"> • Anticipates, identifies, and defines problems • Seeks root causes • Develops and implements practical and timely solutions
Accuracy	<ul style="list-style-type: none"> • Ability to process information with high levels of accuracy
Interpersonal	<ul style="list-style-type: none"> • Demonstrates strong leadership skills. • Demonstrates exceptional customer service skills e.g. assertiveness, listening, empathy, positive attitude • Can handle competing multiple priorities • Personable and approachable • Well-spoken and 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 Monday, May 21st, 2018. 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 curriculum vitae/ resume, (c) and a list of three references.

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.