



**Malvern Family Resource Centre**  
90 Littles Road, Scarborough, ON M1B 5E2  
☎(416) 284-4184 ★ Fax 416-293-1997  
Website: [www.mfrc.org](http://www.mfrc.org) ★ Email: [mail@mfrc.org](mailto:mail@mfrc.org)

**YOUTH PROGRAM ASSISTANT**  
**JOB POSTING**

**Summary:**

To support planning, implementation and coordination of activities, events, and programming for youth

**Responsibilities:**

- Work as a team with program staff and volunteers to provide an integrated youth program
- Work in co-operation with the Site Supervisor and other youth staff to develop programming activities
- Implement age-appropriate development activities for youth (at the Centre as well as off-site)
- Assist with daily maintenance of the Centre
- Assist with the preparation, setup and clean up before and after programs
- Assist in the preparation of snacks and kitchen clean-up
- Provide information on community resources available for youth and families
- Supervise youth and ensure their safety during trips and other activities
- Ensure agency and standard health and safety protocols are followed
- Ensure all relevant documentation/records are maintained and kept in secure location (including attendance and statistics, incident reports)
- Initiate and maintain regular contact with youth
- Follow child abuse reporting protocols
- Additional duties as required

**Necessary Skills/Qualifications:**

- Some post-secondary experience in social services and youth (i.e. Social Work, Social Service Worker, etc.)
- Skills and experience working with a multicultural clientele
- Demonstrated ability to work with youth
- Effective communication skills, both orally and in writing with all levels of staff, the public and program participants.
- Excellent interpersonal skills, conflict resolution skills and behavior management skills
- Ability to comply with policies regarding confidentiality, privacy and record keeping
- Ability to work independently and as part of a team
- First Aid/CPR training or a willingness to obtain prior to employment
- Criminal reference check is required

**Hours & Rate of Pay:**

This position is 8 weeks beginning on July 3<sup>rd</sup>, 2018- August 24<sup>th</sup>, 2018 at \$14/hour for 30hours per week. Candidates for these position must be between the ages of 15-30 at the start of their employment. Candidates must be registered as full-time students in the previous academic year and intending to return to school on a full-time basis in the coming academic year. Candidates must also be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred and must be legally entitled to work in Canada in accordance with provincial regulations. Candidates must also be able to commit to full contract duration.

**Accountability:**

Position will report to the Youth Program Coordinator.

**Closing Date: Monday May 14<sup>th</sup>, 2018 at 5:00pm - Please send resume and cover letter as one document with your name appearing 'First Name Last Name – Youth Program Assistant (CSJ)' as the attached file name. Please note that applications will be reviewed and may be contacted on a rolling basis before the closing date. No phone calls please! Candidates may submit their candidacy via fax: (416) 293-1997 or e-mail: [dgittens@mfrc.org](mailto:dgittens@mfrc.org)**

***Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at [aoda@mfrc.org](mailto:aoda@mfrc.org) (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered.)***