

## POSITION DESCRIPTION

### Youth Programs Facilitator – Projects Intern



<b>REPORTS TO:</b>	Youth Programs Coordinator
<b>HOURS:</b>	247 Hr contract, schedule is negotiable
<b>DURATION:</b>	August 10, 2020 – December 31, 2020
<b>EMPLOYMENT CATEGORY:</b>	Part-time Staff
<b>RATE of PAY:</b>	\$14 - 16/hour

### Summary of Position:

YWCA Muskoka offers youth education and leadership skills training through Girlz Unplugged (ages 8 – 11), Girlspace Leadership (ages 12 – 16), Girlz Choice (grades 9 – 11) and Quest boys programs (grades 5 – 10) through partnered relationships across Muskoka. These programs will run at various Muskoka locations in the fall of 2020.

### Responsibilities:

This position will work closely with the Youth Programs Coordinator to:

- Assist in the development of positive youth-centred learning opportunities in Muskoka
- Assist in the promotion of YWCA youth programs and events
- Research and write new content and program adaptations to meet the current context under the Covid-19 pandemic
- Assist in the program delivery of Girlz Unplugged programs to girls ages 8 – 11
- Assists with tasks related to registration, data entry, evaluation
- Other duties as assigned

### Qualifications:

**This position is funded by the Summer Experience program of the Government of Ontario. Must be between the ages of 18 and 24 years on first day of employment contract.**

**Must be a student currently enrolled in a secondary or post-secondary institution OR within six months of graduation.**

Post-secondary education in relevant field is an asset

Experience working with girls and/or youth

Strong organizational & communication skills

Capacity for creative problem solving

Must be able to work cooperatively with a team

Flexibility, ability to manage change, and willingness to learn

Must have reliable transportation and valid G licence

Proficiency with Microsoft Office; Google Drive; social media (FB, Instagram, Twitter)

Vulnerable Sector Check

**Application Deadline: July 10, 2020 by 4:30pm**

**Please submit your resume with covering letter by email to:**

**Stacey Schat , Youth Programs Coordinator, YWCA Muskoka  
440 Ecclestone Drive, Unit C3, Bracebridge, ON, P1L 1Z6  
[sschat@ywcamuskota.com](mailto:sschat@ywcamuskota.com)**

YWCA Muskoka promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from people of any gender and of all races, colours, ethnic origins, religions, abilities and sexual orientations. We thank all applicants, but only those selected for an interview will be contacted.