



Immigrant and Refugee  
Community Organization of Manitoba

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**YOUTH DEVELOPMENT COORDINATOR (PROGRAM SUPPORT WORKER)**  
**Canada Summer Job – After School Program**  
**12 Week Term Position – Full-time (37.5 hours/week)**  
**2 Positions Available**

**POSITION PURPOSE AND SUMMARY:**

The Youth Development Coordinator works in cooperation with the ASP team to assist newcomer youth and their families integrate into Canadian society through educational and social activities. It is essential that this role develop communicative, trusting and supportive relationships with newcomer children, youth and their families and that exemplary conduct be modeled in speech, action and interpersonal relationships. The Youth Development Coordinator will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment, and they will work in a way that is people-centered, holistic and partnership based.

Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), the After School Program (ASP) Youth Development Coordinator assists newcomer youth to integrate into Canadian society by:

- assisting with program delivery,
- providing individualized support,
- managing records, and
- supporting the IRCOM team and partners

With the supervision and support of the ASP Manager and ASP Assistant Manager, the Youth Development Coordinator will fulfill the following:

**DUTIES AND RESPONSIBILITIES**

**Program Delivery (50%)**

- Assist in planning, design and implementation of recreational, social, educational and integration programs for newcomer youth
- Coordinate intake and orientation sessions for youth to access needed tools and resources to help settlement process
- Coordinate the Youth Agencies Alliance (YAA)'s Rotary Leadership Circle site activities, by interviewing, selecting and 'hiring' youth to participate in activities within the community that will build on their teamwork, participation and leadership skills.
- Create and facilitate activity calendars, behaviour management, budgeting for project expenses, tracking youth hours, and program reporting as specified
- Support the Youth Employment Program and address the difficulties that newcomer youth face in seeking suitable employment
- Supervise unstructured drop-in programming, organized sports and other recreational activities
- Assist with planning field trips and special events
- Assist with supplies purchasing and day-to-day support of the team

**Individual Participant Support (20%)**

- Create new or enhanced supports for youth in collaboration with the ASP team
- Develop strong relationships with newcomer families, be a role model and provide mentorship for newcomer youth
- Work effectively with youth to enforce participation rules and behavior expectations
- Work through conflict situations calmly, with the goal of developing respect and mutual understanding
- Assist in the development and implementation of strategies to teach respect and develop non-violent behavior

**Reporting and Records Management (20%)**

- Assist in tracking and evaluating data, collecting data on indicators of success
- Track daily attendance hours of youth in program
- Maintain written and electronic records of contacts and activities with newcomer youth and their families
- Compile and submit monthly reports of program activities

**Team and Inter-departmental Support (10%)**

- Collaborate effectively with other IRCOM programs, ASP volunteers, and school/agency staff involve with families to provide and advocate for coordinated services
- Participate in team and IRCOM staff meetings and events as directed
- Follow IRCOM policies, guidelines and procedures
- Participate in ongoing professional development
- Perform other duties as assigned by ASP Manager or designate

## REQUIRED QUALIFICATIONS

- Strong understanding of the immigration process and challenges with the school system and learning that newcomer youth, both refugees and immigrants might face, knowledge and experience of teaching utilizing an integrated approach
- Ability to implement effective academic programs and behavioral strategies in various settings
- Demonstrated experience working with children and youth in a group setting
- Demonstrated experience with program design and program planning
- Experience with student goal setting and career planning
- Strong organizational skills and the ability to prioritize work
- Demonstrated ability to work in a team and collaboratively with other staff and outside agencies
- Strong written and oral English communication skills
- Excellent cross-cultural and team work skills
- Must be open-minded, resourceful, highly motivated, creative and independent
- Demonstrated strong commitment to supporting and empowering the newcomer community through previous volunteering / community involvement
- Experience or training in resource, special education and/or counseling an asset
- Present a satisfactory Criminal Record Check, as well as have a clear Child Abuse Registry Check within 4 weeks of employment
- Proficiency with Microsoft Office Suite and data base management
- Demonstrated experience working in a fast paced, multi-tasking environment
- Demonstrate the qualities and values IRCOM seeks for all our staff (<https://www.ircom.ca/about-us/work-here/>)

## DESIRED QUALIFICATIONS

- Post-secondary education
- Fluency in additional languages
- Valid Manitoba Driver's License
- CPR/First Aid and NVC training

This position is funded through the Canada Summer Jobs Grant Program. To be eligible to the position, applicants must be between 15 and 30 years of age, be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**Hours of work:** This is a full-time, 37.5 hours per week, term position for 12 weeks. The primary schedule will be on afternoons and evenings working out of 95 Ellen Street or 215 Isabel Street, Monday to Friday with occasional programs on weekends or mornings.

**Wage:** \$18.12/hour

This is a scheduled position with wage in accordance with the Collective Agreement between the Immigrant and Refugee Community Organization of Manitoba Inc. and the United Food and Commercial Workers Local 832.

**Term Dates:** June 13 to September 3, 2022

**Application Process:** All applicants must be legally entitled to work in Canada and meet Canada Summer Jobs participant requirements cited above.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

To apply, please submit your resume and cover letter by **Monday May 30<sup>th</sup>, at 12:00pm or until the position is filled** to:

Youth Development Coordinator Selection Committee  
95 Ellen Street  
Winnipeg, Manitoba R3A 1S8  
Email: [hr@ircom.ca](mailto:hr@ircom.ca)  
Fax: 204-943-4810

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.