



September 6, 2024

YOUTH SERVICES COORDINATOR
(Temporary Full Time – 21 Hours/Week)
Internal/External Job Posting

John Howard Society of Waterloo-Wellington (JHSWW) is looking for a new team member to join our youth services team. As a community-based charitable organization focused on crime prevention, we offer: life skills coaching/programming; diversion and other programs and services fostering accountability and learning, repairing harm and making amends; and employment programs. We understand myriad factors contribute to crime including social and community factors. We work closely with stakeholders including other community agencies, schools, probation, police, courts, employers, and others. JHSWW is accredited by Imagine Canada. We have three priority focus areas in our current strategic plan:

RESILIENCY COLLABORATION INCLUSION

For more information about the John Howard Society of Waterloo-Wellington visit <http://www.jhsww.ca>

Applications are currently being accepted for a temporary part-time position at 21 hours/week as a *Youth Services Coordinator* ending March 27, 2025. This position operates within Waterloo Region. Reporting to the Program Manager, this position provides bullying prevention/social competency programming to children and youth as funding permits.

RESPONSIBILITIES include but are not limited to:

- Maintaining partnerships and working collaboratively with local schools
- Contributing to the development and refinement of program content
- Delivering age/developmentally appropriate program sessions to school classrooms or small groups
- Presenting educational sessions to parent councils, school assemblies, other meetings
- Acting as a resource on bullying prevention to school staff and the community
- Participating in bullying-prevention activities in the community

The following are essential knowledge, skills, abilities and requirements for this position:

- A minimum of a Bachelor's degree preferably in the social or health sciences field
- Current clearance from a criminal records check. Must be able to meet criminal and other offense screening requirements necessary for the agency to maintain its service/funding contracts
- Strong leadership and assessment skills along with excellent verbal and written communication skills
- Demonstrated ability to design and adapt curriculum relevant to the needs children and youth
- Demonstrated experience in the development and delivery of group-based workshops
- Demonstrated sound judgment and the ability to be decisive in crisis situations, and familiarity with de-escalation techniques
- An understanding of program performance metrics and data collection tools and the importance of valid and reliable data
- Excellent organizational and time management skills
- An understanding of the legal duty to report under the Child, Youth and Family Services Act and other relevant legislation

- Demonstrated computer proficiency in Microsoft Office® including Outlook, Excel, PowerPoint, and Word, client file management software; internet search tools; and use of connectivity and collaboration platforms (e.g. MS Teams) for virtual programming and meetings.
- A valid driver's license, personal vehicle and insurance are required.

Compensation:

The current starting rate for this position is \$26.84 per hour (+4% Vacation Pay in lieu of Benefits).

Interested candidates should submit a cover letter and résumé in PDF format to resumes@jhsww.ca no later than September 19, 2024 at 4:00 pm EDT. Please include the job title in the subject line of the email.

The John Howard Society of Waterloo-Wellington is dedicated to providing a welcoming space for all clients, staff, volunteers, placement students, and guests. We welcome applications from people of all races, ethnicities, religions, cultures, sexual orientations, gender identities and different abilities. Should you require an accommodation or any aids during the application or interviewing process, please do not hesitate to contact the HR Generalist mentioned above, to give us the opportunity to make suitable arrangements. Any personal information submitted to the John Howard Society of Waterloo-Wellington will be retained for the purpose of the recruitment process only