

SUMMER EMPLOYMENT AT KMFW: YOUTH RECREATION AND LEISURE ACTIVITIES PROGRAM COORDINATOR

PURPOSE:

The Youth Recreation and Leisure Activities Program Coordinator at *Kind Minds Family Wellness (KMFW)* is responsible for promoting quality support and strive to understand the experiences of the youth we serve. Over the summer weeks, they are responsible for the delivery of various youth-oriented activities, events, and initiatives. They work with our youth mentors and leaders to provide them with opportunities to explore their interests, develop new skills, and have fun.

The successful candidate will build an environment that ensures teamwork, open communication, engagement, continuous improvement, and excellent client service. The hourly rate is \$18.50/hour and 35 hours per week is expected.

DUTIES:

- Ensure that youth are safe while participating in activities.
- Through the inclusion of culture, deliver youth workshops and activities to help young people develop skills, build character, and get involved in their communities over the summer weeks and beyond.
- Ability to deliver culturally relevant recreational activities.
- Provide accurate and timely reports as required.
- Work closely with the Program Coordinator to set and achieve program and service goals.
- Participates in summer special projects in the community and committees.
- Other duties as assigned.

QUALIFICATIONS:

- Must be between 15 and 30 years old by August 31, 2024.
- Demonstrated understanding and awareness of the system of oppression (anti-racism, classism, ableism, etc.) and the systemic issues and barriers that impact Black youth.
- Experience working with Black persons within the public or private sector or social services organization.
- Experience in delivering activities with a culturally inclusive lens.
- Understanding of the culture and history of *KMFW*.
- Solid critical and problem-solving skills.
- Able to prioritize and make decisions.

CORE COMPETENCIES

- Not-for-profit organization awareness.
- Excellent interpersonal communication and presentation skills- including written and spoken.
- Demonstrate an understanding of confidentiality, privacy protection and informed consent.
- Act with integrity.
- Recognize personal limitations.
- Problem-solving skills and initiative.
- Great attention to detail and an investigative nature.
- The ability to balance the demands of work with study commitments.
- Good time management skills and the ability to prioritize.
- The ability to work as part of a team and to build strong working relationships.
- The capacity to make quick but rational decisions.
- The potential to lead and motivate others.
- Technology - computer skills with demonstrated knowledge and use of Windows MS Office, keyboard skills, email, and the internet.

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COORDINATOR

The successful candidate will receive on-the-job training from the leadership team, including learning about *KMFV's* mission, the programs and services we offer, the demographic we serve and the methods we use to achieve our goals. In addition, as a Black-led and serving organization, we will provide extensive Diversity, Equity and Inclusion training through our formal onboarding process. If this position interests you, please send us your resume and cover letter to info@kindmindsfamilywellness.org by **Friday, June 07, 2024**.

Service Canada funds this position -Canada Summer Job from July 01, 2024, to August 31, 2024.