

JOB OPPORTUNITY NOTICE

Student Leadership Development Lead, Focus on Youth Program

\$28.00 per hour

35 Hours per Week - Some Evening and Weekend Work Required

Temporary Contract - April 3 to August 17, 2018

Under the direction of the HWDSB Community Engagement Specialist, the Student Leadership Development Lead supports the Focus on Youth summer program. This role employs best practices in recruitment, hiring, training delivery, program evaluation and student success strategies to meet the needs, interests and strengths of student employees to engage them in a meaningful and rewarding experience.

Duties include, but are not limited to:

- Coordinate interviews, hiring and orientation of HWDSB secondary students and contribute to arranging the placement of hired students in a variety of programs (April & May)
- Create and/or build upon tools for managing information collection and program evaluation (April to August)
- Develop, deliver and evaluate training in accordance with HWDSB policies/procedures and applicable legislation for approximately 100 Focus on Youth student employees hired to work with community agency programs (e.g. camps) or in caretaking roles with HWDSB - this includes three days of pre-placement training and a weekly learning community (June to August)
- Support a group of student employees in the successful performance of placement duties, in collaboration with a team of Program Monitors and a Program Assistant (July & August)
- Assist in the preparation of program final reports (August)

Qualifications:

- Completion of post-secondary education in a related field
- Demonstrated experience supervising and supporting children and youth, preferably in a community program setting
- Experience facilitating training and development to a youth audience
- Excellent written and verbal communication skills, attention to detail, and multitasking abilities
- Proven interpersonal and communication skills with the ability to engage, problem solve and work efficiently with a diverse group of stakeholders

- Demonstrated experience working collaboratively as a member of a team to provide appropriate and proactive support and services
- Demonstrated ability to lead consistently and provide objective evaluation
- Criminal Record Check (vulnerable sector) valid within 6 months
- Must possess a class “G” driver’s license valid in the province of Ontario and have access to a reliable vehicle
- Knowledge of instructional programs and methods is considered an asset
- Knowledge of HWDSB organizational structures, programs and policies is considered an asset

Deadline for submission is **4:00 p.m. on February 20, 2018**

Please apply to: Student Leadership Development Lead c/o Human Resources
Hamilton-Wentworth District School Board
20 Education Court, P.O. Box 2558
Hamilton, Ontario L8N 3L1
Fax: 905-521-2543
email: mycareerPASS@hwdsb.on.ca

Applicants are thanked in advance for their interest; however, only those who have been short-listed for an interview will be contacted. Accommodation for applicants is available in the recruitment process.