

Program Monitor, Focus on Youth Program

5 Positions Available

\$28.00 per hour, 35 hours per week

May 31 (Approximately) to August 27, 2021

Contract Position

Under the direction of the HWDSB Community Engagement Officer and the Focus on Youth Program Lead, the Program Monitor provides leadership, supervision, and monitoring of secondary students hired to work within community agency and HWDSB summer programs as part of the Focus on Youth program.

Duties include, but are not limited to:

- Coordinate interviews, hiring and the orientation of student employees and contribute to arranging the placement of hired students in a variety of community agencies and HWDSB roles
- Create and/or build upon tools for managing information and program evaluation
- Develop, deliver and evaluate training by accordance with HWDSB policies/procedures and applicable legislation for Focus on Youth student employees (including pre-placement learning and weekly learning communities)
- Supervise and support a group of students in the successful performance of placement duties (including visiting placements, monitoring performance and addressing concerns)
- Act as a mediator when issues or problems arise in placement
- Collaborate and build relationships with community agencies to enhance opportunities for students
- Prepare and submit all required administrative documents
- Assist in the preparation of final Ministry reports and related evaluation
- Ensure that the policies and procedures of HWDSB are followed and maintained
- Ensure the safety of all students, while participating in the programs, by working in accordance with the provisions of applicable health and safety legislation and all HWDSB policies & procedures

Qualifications:

- Post-secondary education combined with related work experience in education, community engagement, social work, child and youth work, or other related field(s)
- Demonstrated experience supervising, leading and mentoring youth (ages 15-18), preferably in a community program setting

- Proven experience leading positive youth development, youth engagement, leadership and/or youth employment programs
- Demonstrated understanding (gained through lived and professional experience) of issues affecting marginalized groups and working with diverse communities using anti-colonial, anti-oppressive/anti-racist, culturally relevant and responsive approaches
- Experience developing and facilitating training and professional development to a youth audience
- Excellent written and verbal communication skills, attention to detail, and multitasking abilities
- Strong organization skills (project management, meeting deadlines, coordinating events, etc.)
- Strong interpersonal 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
- Ability to lead consistently and provide objective evaluation
- Experience planning and implementing programming in a virtual setting
- Criminal Record Check (vulnerable sector) valid within 6 months
- Must have access to reliable transportation
- Knowledge of instructional strategies 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 Wednesday, May 12, 2021.

Interview Dates: May 17 – May 21, 2021

Interview Format: Panel

Please apply by accessing this link:

https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=84f40f96-369e-42ad-8035-8d3ffd10882d

Employment Equity Statement

Hamilton-Wentworth District School Board (HWDSB) is committed to building inclusive learning and working environments where students see themselves reflected in the curriculum, staff population, physical surroundings and the broader community.

HWDSB's mission is to empower students to learn and grow to their full potential in a diverse world. Guided by this mission, HWDSB strives to build a workforce that embodies the values of human rights, equity, diversity and inclusion, while reflecting and welcoming the diverse and distinct identities, experiences and needs of our students and our communities.

HWDSB seeks qualified candidates who share our commitment to equity and inclusion, and who will contribute to the vision of creating inclusive and equitable outcomes. HWDSB especially invites and welcomes applications from:

- Indigenous Peoples (e.g. First Nations, Métis and Inuit peoples);
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin; (e.g. Black and racialized communities, immigrant communities, etc.)
- Persons with visible and/or invisible (physical and/or mental) disabilities;
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions. (i.e. Two-spirit and LGBTQIA+)

As part of HWDSB's commitment to employment equity and removing barriers to groups that have faced and continue to face barriers in employment, we invite all applicants to complete a voluntary question(s) that collects identity-based information. The voluntary question(s) is on the Apply to Education application page for this position. HWDSB is committed to providing accommodation throughout the recruitment and selection process, based on any human rights protected grounds. If you require accommodation, please notify us in advance and we will work with you to meet your needs.

Land Acknowledgement

HWDSB is located on ancestral Anishinaabe and Haudenosaunee Confederacy land as determined by the Dish with One Spoon treaty. The Dish with One Spoon wampum belt represents the treaty relationship between the Haudenosaunee Confederacy and Anishinaabe with respect to sharing the land and resources thereon. The intent of this agreement is for all nations sharing this territory to do so responsibly, respectfully and sustainably in perpetuity. We respect the longstanding relationships with the local Indigenous communities, the Mississaugas of the Credit First Nation and the Six Nations of the Grand River.

Applicant Self-Identification Form

The information collected on this form is used to monitor HWDSB's progress toward our equity goals including our commitment to diversity in HWDSB recruitment and hiring practices. We are committed to the security and confidentiality of information under our control, and to the protection of privacy with respect to personal and confidential information that is collected, used, disclosed and retained in the system ([Policy 1.6 - Privacy](#)). Information on this form is collected pursuant to [Ontario's Education Equity Action Plan](#) (Ministry of Education) and in accordance with the Municipal Freedom of Information and Protection of Privacy Act ([MFIPPA](#)). Access to this form is restricted to specific individuals in Human Resources. The Research and Analytics Department will use aggregate data from all the forms (not individual data) for internal reporting. Their access and use of the data is governed by MFIPPA and [ethical research practices](#). Applicant Self-Identification Forms will be maintained in the Human Resources job competition file and securely destroyed 6 years after the job posting in accordance with general records retention principles. If you prefer not to answer any of the questions, you can select "prefer not to answer". This in no way affects your application or the applicant selection process. If you have questions or concerns about this form please contact humanresources@hwdsb.on.ca.