



2018 Order of MB Recipient

Dreams Coordinator

Are you ready for job like no other?

West Broadway Youth Outreach (WBYO) is a non-profit organization, located in the heart of Winnipeg's inner-city. WBYO strives to give equal opportunities to all Winnipeg youth, in achieving their infinite potential.

The Position:

Job-Type: Part-time (15 hours per week, October to May and 20 hours per week June to September)

Salary: starting at \$16/hour

Responsibilities:

1. Ensure the smooth day-to-day running of programming
2. Keeping Up correspondence with dreams mentors, volunteers, parents, participants, the general public and any other interested parties regarding information/queries about the program.
3. Keeping accurate and up-to-date statistics including attendance donations/thank you letters, expenses and incidents etc.
4. Recruiting, training, supervising, monitoring, and sustaining volunteers and practicum students.
5. Planning special outings including reservations, transportation, and permission slips
6. Facilitating programming for children and youth including supervising activities, preparing snacks, dealing with discipline issues, and direct interaction and participation in activities with children and youth participants.
7. Keeping Executive Director up-to-date on program occurrences through emails, phone calls, verbal reports, incident reports, and expense reports where needed as well as in person.
8. Maintaining relationships with other neighbourhood organizations and other related agencies in the city such as YAA, West Broadway Community organization, Art City., Ray, Broadway neighbourhood center, Wolseley family place, etc. as well as schools which our kids attend and other United Way agencies.
9. Other duties as assigned and/or negotiated

Schedule:

- Two of the three shifts to be done on site.
- Hours may be extended dependent on the calendar of events such as our Friday evening film festival at the art gallery every September.

We are looking for candidates that are:

- Hard-working, energetic, reliable, flexible, organized, ability to work assertively and independently, excellent communication skills, adept with interpersonal skills fun loving.

Assets:

- Currently enrolled in high school/university/college or have a degree/diploma in a related field (education, childcare, recreation, psychology, social work, sociology etc.)
- Class five drivers license
- First aid CPR
- Nonviolent crisis intervention certification
- Knowledge of inner city issues
- Experience living in the West Broadway area.

We invite all persons interested to apply. Please send a cover letter and resume to the email address listed on www.westbroadwayyouthoutreach.com We will contact only those being considered for an interview.