



East Scarborough

BGC East Scarborough

100 Galloway Road, Toronto, Ontario M1E 1W7



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www.esbgc.ca



416-281-0458

Employment Counsellor

The Employment Counsellor will assist our Youth Outreach Workers in developing and facilitating youth development workshops and activities. The Counsellors will assist in administrative duties such as record keeping of program statistics, the printing of program materials, drafting of program materials, etc. This position requires the staff to take on a leadership role in implementing the program. The Employment Counsellor will be required to attend a week of training before beginning their employment.

Program Responsibilities:

- Planning, facilitation, documentation, and evaluation of interactive programs for youth on relevant themes geared towards youth development.
- Assist participants on an individual basis by connecting them to resources within the community
- Assist the Youth Outreach Workers in recruiting 8-12 youth for the Counsellor In Training program
- Assist in developing program activities and connecting with community partners to promote the program
- Develop and facilitate weekly leadership activities and workshops
- Conduct weekly placement site visits to check in on the youth and monitor their progress
- Provide continuous communication and feedback on progress to participants and their guardians
- Assist with administrative duties as assigned
- Other duties as assigned

Key Qualifications and Assets:

- Individuals who are enthusiastic and energetic
- Genuine interest in working with youth
- Demonstrate ability to work well with youth and parents
- Ability to communicate effectively with parents/guardians and community partners
- Ability to provide support and instructions to others
- Demonstrate time management skills
- Demonstrate an understanding of anti-bias philosophy
- Legally eligible to work in Canada
- Currently enrolled in post-secondary education related to youth services is an asset
- Second language an asset

Skill Development Opportunities

- First Aid Certification and HIGH FIVE Certification (Principles of Healthy Child Development)
- Development of program planning and facilitation skills
- Opportunities to practice positive role-modeling and supervision of volunteers/junior leaders, with support from full-time staff
- Develop "soft skills" (punctuality, appropriate dress, communication skills, etc)
- Opportunity to develop skills required when working in a team environment
- Opportunity to develop customer service skills (greeting parents)
- Overall goal of increasing the student's employability skills for the future

Job Code: CIT-2022

Please submit your resume to: hr@esbgc.ca

Thank you for your interest. Only applicants selected for an interview will be contacted. BGC East Scarborough is committed to the principles of employment equity and encourages applicants from all Human Rights protected groups. We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.