



SUMMER EMPLOYMENT OPPORTUNITIES

POSITION: YouthForce Inspector

RATE: \$14.00 per hour

Carizon Family and Community Services, Greenway-Chaplin Community Centre, Kinbridge Community Association, and Langs provide community-based programming and services to a wide range of communities across Waterloo Region, in support of thousands of individuals and families. Including recreation and social services, these organizations look to provide the best opportunities to build community, increase skills, and access the supports necessary for their participants to thrive where they live.

In the summer of 2018, Carizon Family and Community Services, Greenway-Chaplin Community Centre, Kinbridge Community Association, and Langs will partner to deliver an annual employment program, called YouthForce. In addition to providing weekly paid personal and professional development workshops in-community, YouthForce will focus on employing young people in the months of July and August in various small scale labour jobs. Young people between 15 and 25 years of age, residing in North Waterloo to South Cambridge, are encouraged to apply.

The contract term for this position will be approximately 9 weeks, working 30 hours per week. Successful applicants will be required to work 9am to 4pm during the day, from Tuesday, July 3rd to Friday, August 31st, 2018. Paid training will be provided.

POSITION RESPONSIBILITIES

- Conduct unit inspections in an array of housing types and categories (i.e. senior citizen apartments, family townhouses, etc.), and in accordance with MTE guidelines and regulated requirements.
- Report and document any problems, incidents, or unusual occurrences to the program coordinator, in a timely manner.
- Provide input on program planning decisions.
- Complete administrative forms, reports and statistical information on mobile technology, as necessary.
- Complete final reports at the end of each work week, and submit all forms, supplies and equipment, as assigned.
- Distribute time sensitive tenant communications.
- Responsible for attending all mandatory trainings, workshops, and community events, involving integrated teams or workgroups.
- Other related duties, as assigned.

QUALIFICATIONS

- Punctual and committed to work schedules.
- Ability to complete assigned tasks in a timely manner.
- Proven organizational, communication and interpersonal skills in a team setting.
- Experience participating in community projects/work.
- Ability to demonstrate professionalism in customer service delivery to vulnerable/diverse individuals.
- Ability to commute to, from, and between different housing communities in Waterloo Region, as needed.
- Ability to speak a second language and/or knowledge of interpretation applications available on mobile technologies.
- Must have a current and clear police record check prior to commencing employment.
- WHMIS/GHS, NEOP – Integrated Accessibility Standards Training (AODA), Violence and Harassment Prevention in the Workplace, Worker Health and Safety Awareness in 4 Steps, and Emergency First Aid certifications an asset.

APPLICATION INSTRUCTIONS

Email your resume (DOC or PDF) to youthforcewr@gmail.com with the subject line: “YouthForce.” You are invited to attend panel interviews on **Saturday, February 24th, 2018 between 9am and 2pm, at 200 Christopher Drive, Cambridge OR Saturday, March 3rd, 2018 between 10am and 4pm, at 235 King Street E, Kitchener.** Please bring ID, SIN, and reference information (2-3 references). City bus tickets available upon request.