



SUMMER EMPLOYMENT OPPORTUNITIES



POSITION: YouthForce Inspector (Up to 16 Positions)

RATE: \$14.00 per hour

Carizon, 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 2017, Carizon, Greenway-Chaplin Community Centre, Kinbridge Community Association, and Langs will partner for the second year to deliver the YouthForce program. 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 July 4th to September 1st, 2017. Mandatory unpaid training dates are June 10th, June 29th, and June 30th, 2017.

POSITION RESPONSIBILITIES

- Report and document any problems, incidents or unusual occurrences to YouthForce coordinator in a timely manner.
- Provides relevant community feedback to manager and team.
- Participates on special projects, integrated teams or workgroups, as assigned.
- Provides input on program planning decisions.
- Completes administrative forms, reports and statistical information as necessary.
- Completes final reports at the end of the work week and submits all forms, supplies and equipment issued as part of their work duties.
- Conducts unit inspections in Waterloo Region Housing properties (apartments, townhouses and houses) for multiple deficiencies.

QUALIFICATIONS

- Knowledge of Waterloo Region Housing communities.
- Community outreach experience.
- Familiarity with vulnerable/diverse communities.
- Knowledge of safety and hazards.
- Ability to maintain professionalism in high pressure situations.
- Ability to work in a diverse environment.
- Must have a current and clear police background check prior to commencing employment.
- First Aid and second language an asset.
- Proven organizational, communication and interpersonal skills.

APPLICATION INSTRUCTIONS

Email your resume (DOC or PDF) to youthforce2017@gmail.com with the subject line: "YouthForce." You are invited to attend panel interviews on Saturday, May 27th, 2017 between 10am and 4pm, at 235 King St E, Kitchener, 2nd floor. Please bring ID, SIN, references information (2-3 references). City bus tickets available upon request. A shuttle bus will be provided to residents of Cambridge (Departure times are 9:30am and 1:30pm at the Cambridge Centre).