



## Position available

TITLE : Local Coordinator  
STATUS : Summer employment – PT in April to mid-June, FT from mid- June to third week of August  
STARTING DATE: April 1, 2012

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### **POSITION DESCRIPTION**

Local Coordinators will be post-secondary students who support a group of up to 10 exchange participants in a local community. Their main responsibilities will include: recruiting youth and families in their community; organizing activities for the participants that comply with our program mandate, completing administration tasks as assigned, foster civic engagement amongst participants, participate in local community development, as well as maintaining good relationships among participants, host families, employers and other stakeholders.

### **PROGRAM DESCRIPTION**

The YMCA Summer Work / Student Exchange is a national exchange program offering opportunities for youth to personally develop and to improve their second language skills, while gaining important paid employment experience. The exchange lasts for 6 weeks; from late June until mid August. Youth are twinned with a community in another province where the other official language predominates, to deepen their cultural and language experiences through immersion. Youth will be hosted by a family in their twin community, supported by a Local Coordinator and, will be also be provided with an appropriate employment placement. To support participants, field staff will be hired and trained to ensure that participants can access a local support network of YMCA staff and peers. These staff members contribute largely to this enriching experience by planning and implementing a diverse program for participants during evenings and week-ends and being a positive adult mentor.

### **RESPONSIBILITIES**

- Promote the program in schools and other youth centered venues and, recruit youth in the community.
- Interview and select participants and families, based on predetermined criteria, with support from a Regional Coordinator.
- Recruit potential employers so that appropriate summer jobs are available for all participants.
- Plan activities during the exchange that comply with the program mandate; manage the activity budget.
- Support participants through weekly visits to their job site and host family's home, or more frequently if required.
- Write a report at the end of the summer summarizing the program results.
- Fulfill administrative tasks.
- Support participant travel through chaperoning participants to / from their host community and / or fulfilling duties on travel days as assigned.
- Model appropriate behaviours to staff in line with our Mission, Vision and Values; establish rapport and maintain effective relationship building behaviours with staff and members. Represent the YMCA and the Association in a professional manner.
- Other duties as assigned.

### **LOCATION, PERIOD OF EMPLOYMENT, AND SALARY**

Positions are available throughout Western Canada. Local Coordinators should live within the community to which they are assigned.

Local Coordinators will work 25% of full-time hours from April 1-30, 60% of full-time hours from May 1-June 15, and 100% of full-time hours from June 16-August 17. The full-time salary is \$465/week, pro-rated during the part-time period.

### **SKILLS AND QUALIFICATIONS**

- Well developed interpersonal and relationship building skills
- Strong leadership, organizational and problem-solving skills
- Experience and appreciation for working with youth
- Able to work independently
- Some experience in managing a budget and administration.
- Experience and sensitivity in dealing with members of diverse backgrounds, including visible and invisible dimensions of diversity
- Strong preference will be given to candidates able to communicate in French and English

### **ELIGIBILITY**

- Currently enrolled in a post-secondary institution
- Available days, evenings and weekend – must be accessible to participants at all times during the six-week exchange period and this should be the primary professional commitment during the period of full time employment with the Summer Work Student Exchange
- Have internet access for the duration of employment
- Have a valid driver's licence and access to a vehicle (except for large urban centre, i.e. Toronto); willing to provide a copy of driver's abstract
- Have valid Emergency First Aid/CPR certification before the start of the exchange
- Able to attend 2 paid weekend trainings; one in March and one in May, dates specified by Regional Coordinator

**N.B. Please be advised that offers of employment are contingent upon the applicant providing the YMCA an original copy of a valid current Police Record Check.**

### **APPLICATION AND HIRING PROCESS**

To apply, please fill out the form on our website: [www.summer-work.com](http://www.summer-work.com)

Successful applicants will be contacted for an interview. Hiring will take place on an ongoing basis starting in January, so interested candidates are encouraged to apply early.