

## **Job Title: Wonder of Work (Winnipeg) Coordinator (WOWWC)**

Career Trek is looking for a committed individual who is passionate about empowering children and youth to achieve their full educational, career and life potential.

Career Trek is a not-for-profit organization offering comprehensive career development programs across Manitoba. Career Trek helps young Manitobans to discover their full potential by providing them with hands-on learning opportunities designed to develop the skills, knowledge, and values necessary for future success. These experiences help to increase educational attainment, career satisfaction, and community stewardship levels.

### **Position Summary:**

Reporting to the Wonder of Work (Winnipeg) Manager, this entry level position will assist with all aspects of Career Trek's programming, servicing children aged 10-14 and youth aged 15-18. In addition to assisting with the operations of this multi-site program, the successful candidate will assist with supervising part-time staff and volunteers. The WOWWC works closely with community, post-secondary, and school partners. Responsibilities include, but are not limited to, assisting with school orientations, participant recruitment and registration, staff recruitment and training, program logistics, curriculum development and event planning.

### **Responsibilities:**

- Oversees the day to day development, implementation and operations of the Wonder of Work (Winnipeg) program;
- A dynamic team-player with a demonstrated history of professional innovation, who feels a passionate commitment to Career Trek's vision, mission, and beliefs;
- Works collegially with the Curriculum Development Team to assist with lesson development;
- Participates in the program development process for the Winnipeg region;
- Utilizes established networks in the Winnipeg region as support;
- Assists with recruitment, training, supervision and evaluation of staff and volunteers;
- Models and encourages professional conduct and a strong work ethic to deliver the highest quality of service possible;
- Effectively contributes to the overall management, financial management, and planning of the program;
- Communicates effectively with volunteers, families, partnering schools, post-secondary partners, and the public;
- Develops relationships and works respectfully with the Indigenous Community – being sensitive to the issues related to First Nation residents on reserves and those living within the city;
- Maintains good relationships with volunteers, post-secondary partners, schools, and families;
- Ensures the continual safety of participants and staff by following Career Trek's risk management guidelines;
- Facilitates presentations to families and school personnel;
- Attends program on weekends and/or evenings at the various post-secondary campuses and provide support to volunteers, junior staff and participants;

- Assists in implementing the program logistics – booking rooms and departments, purchasing equipment, supplies, etc.;
- Assists with special events (Family Days and Convocation Ceremonies); and
- Other duties as assigned.

**Skill Requirements:**

- Demonstrated excellence in:
  - community based program delivery, preferably with children and youth;
  - staff and volunteer supervision;
  - leadership, decision-making, and organization;
  - communicating, both orally and in written form; and
  - public speaking and presentation development and delivery.
- Demonstrated competence in:
  - Special event planning and facilitation; and
  - having a thorough understanding of and sensitivity to the demographics of the region, with an understanding of the needs of a wide range of people from different communities and walks of life;
- Knowledge of regional barriers to education considered an asset; and
- Experience using computer programs such as Microsoft Word, PowerPoint and Excel considered an asset.

**Required Qualifications:**

- A relevant post-secondary degree or diploma with related professional experience.
- Must possess a class 5 valid drivers' license and have access to a vehicle.
- Ability to travel to partnering communities in Manitoba, as required.
- Available to work evenings and weekends, as is necessary.
- CPR (Level C) certification.
- Successfully complete criminal record and child abuse registry checks.

**Position Details:**

- Number of positions open: 1
- 40 hours per week
- Wage: (DOQ)

Interested applicants can forward their cover letter and resume to Sydni Masiowski at [smasiowski@careertrek.ca](mailto:smasiowski@careertrek.ca). Only those selected for an interview will be contacted.

**Closing date: August 17<sup>th</sup>, 2018**