



Employment Opportunity

Job title: **Wonder of Work (Winnipeg) Program Coordinator (WOWWC)**

Reports to: **Wonder of Work (Winnipeg) Program Manager**

Start Date: **ASAP**

Summary

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.

The **Wonder of Work (Winnipeg) Program** gives children an opportunity to discover their likes, dislikes, and potential by exploring a large number of occupations and professions at post-secondary institutions. Children spend up to five hours on each day of program, exploring occupational options at Career Trek's partnering post-secondary institutions. These experiences showcase the relevancy and interconnectedness of current school curriculum with future life opportunities.

Reporting to the **Wonder of Work (Winnipeg) Program Manager**, the **Wonder of Work (Winnipeg) Coordinator** assists with all aspects of Career Trek's Winnipeg Program, and all other programs as needed. 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. In addition to assisting with the operations of these multi-site programs, they will assist with supervising part-time staff and volunteers. The WOW (Winnipeg) Coordinator practices and role-models Career Trek's 4 R's—respect yourself, respect your environment, respect others and take responsibility for your actions—through all aspects of work.

Key Responsibilities

- Demonstrate a passionate commitment to Career Trek's vision, mission, and beliefs
- Model and encourage professional conduct and a strong work ethic to deliver the highest quality of service possible
- Demonstrate leadership, decision-making, patience and organizational abilities
- Assist with recruitment, training, supervision and evaluation of part time staff and volunteers
- Ensure that a supportive environment exists for our staff, participants and families
- Resolve participant behaviour issues
- Oversee the day to day development, implementation and operations of the Wonder of Work (Winnipeg) program and Junior Staff Mentorship Program (Winnipeg)
- Develop and maintain effective working relationships with Career Trek staff, post-secondary partners, schools, participants' families, volunteers and campus staff



- Assist with the management of all the required administrative tasks
- Ensure the continual safety of participants and staff by following Career Trek's risk management guidelines
- Facilitate presentations to families and school personnel
- Attend program on weekends and/or evenings at the various post-secondary campuses and provides support to part-time staff, Junior Staff and participants
- Assist with special events, such as graduation
- Embrace cultural diversity and be mindful of traditional approaches when facilitating the program

Required Qualifications:

- A relevant post-secondary degree or diploma with related professional experience
- Knowledge of Indigenous worldviews and teachings, experience and knowledge working with Indigenous communities, individuals and organizations an asset
- Must possess a class 5 valid drivers' license and have access to a vehicle
- Ability to travel to partnering communities in Manitoba, as required
- CPR (Level C) certification
- Successfully complete criminal record and child abuse registry checks

Career Trek is committed to an employment equity practice that achieves a workforce reflective of the community at large. Applicants are encouraged to self-declare.

Working conditions

- Work Saturdays while programs are running
- Work weekends and evenings as required
- Sitting at a desk several hours a day
- Must be able to lift up to 35 lbs.
- Significant amount of walking (within campuses)

Position Details:

- Number of positions open: 1
- 40 hours per week
- Wage: (DOQ)
- Term contract ending May 31, 2020

The application deadline is Sunday September 8th, 2019.

Interested applicants can forward their cover letter and resume to Allison Kirkland at akirkland@careertrek.ca. Only those selected for an interview will be contacted.