



*Career Trek is excited to build our 2021-22 Youth Initiatives Program Delivery Team to deliver **high quality** and **high impact** programming to youth throughout Manitoba!*

<b>Position:</b>	<b>Youth Initiatives Program Delivery Staff (various positions available)</b>
<b>Available Positions:</b>	<b>Team Mentor, Assistant Team Mentor, Facilitator, Instructor</b>
<b>Programs:</b>	<b>CRAVE, Get Ready to Work!, M-Power</b>
<b>Job Type:</b>	<b>Term, Part-time</b>
<b>Term:</b>	<b>September 2021 – May 2022</b>
<b>Rate of Pay:</b>	<b>\$13 - \$16 per hour (depending on position)</b>
<b>Locations:</b>	<b>Winnipeg, Brandon, The Pas</b>

### **Position Summary:**

We are looking for collaborative and committed individuals with youth engagement and project planning experience to join our 2021-22 program team. This leader wants to make the world a better place through empowering young people to realize their career and educational potential. They will build positive relationships with participants and model Career Trek's 4 R's – respect yourself, respect others, respect your environment, and take responsibility for your actions – through all aspects of their work.

In addition to this, the successful candidates will support programming by:

1. Organizing and delivering hands-on career lessons and skills workshops.
2. Overseeing and mentoring groups of youth throughout the programs.
3. Facilitating the development or enhancement of 21<sup>st</sup> Century employability skills.

### **Duties & Responsibilities:**

Reporting to the **Youth Initiatives Management Team**, the **Program Delivery Staff** will:

- Prepare and implement weekly activities either online or in person. Activities will focus on career and educational development, self-reflection, and project planning.
- Ensure the continual safety of participants by following Career Trek's risk management guidelines and adhering to all health and safety protocols, including physical distancing and masking outlined by the Government of Manitoba.
- Other duties as assigned.

### **Skills & Requirements:**

- Post-secondary education (in process or completed).
- First Aid CPR (level C) certification
- Fully vaccinated
- Demonstrated experience working with youth



- Demonstrated excellence in oral, written, and interpersonal communication skills.
- Strong computer skills with ability to use software such as Microsoft Office, and video conferencing software's such as Teams and Zoom.
- Ability to work independently, and as part of a team, and be able to adapt to changing priorities.
- Provide criminal record and child abuse registry checks.

**Assets:**

- Valid Manitoba driver's license and access to a vehicle.
- Graduate of Career Trek or previous programming experience.
- Experience working with youth facing barriers (real or perceived)
- Experience working in career development or community service programs.
- Knowledge in project planning and group facilitation.
- Knowledge of Indigenous worldviews, teachings, language, or land-based education.
- Knowledge of challenges faced by newcomers
- An understanding of Canada's history and relationship with Indigenous Nations with a commitment to on-going learning in the space of truth and reconciliation.
- Familiar with youth EAL learning.
- Familiar with social issues and work in the community that addresses them

**Working Conditions:**

- Work will be a combination of work from home and in person, in accordance with safety protocols and guidelines laid out by public health and community officials.
- Reliable internet and a computer are required to work from home.
- Training and ongoing support will be provided.
- Weekend and/or evening work may be required.
- Hours will range depending on program/role. Candidates may work more than one program/role provided that programming schedules do not overlap.

**How to Apply:**

Email **cover letter and resume** to [careers@careertrek.ca](mailto:careers@careertrek.ca). Please include **'Youth Initiatives Program Team'** in the subject line.

In your application, please include your Availability (Monday to Sunday). Please try and be specific with hours such as "4:00 pm – 8:00 pm" versus general comments such as "evenings"

While we thank all applicants, only candidates selected for interviews will be contacted. Career Trek is committed to an employment equity practice that achieves a workforce reflective of the community at large. We encourage all applicants to self-declare.

**Career Trek's Vision:**

We envision a Manitoba where all citizens are able to realize their full career and education potential.

**Career Trek's Mission:**

We aim to give young Manitobans the experiences and information they need to succeed. They develop knowledge, relationships, and values that will help them find educational and career success.

**About Career Trek:**

Career Trek is a registered charity that helps young people discover the importance of education and career development. Career-oriented programming, complete with hands-on activities, ignites participants' passion for learning. Career Trek inspires young people to recognize their own potential.

For more than 20 years, Career Trek has been offering programs for children, youth, and adults in the areas of education and career development. Career Trek provides an experiential, hands-on, learning opportunity that increases skills, competence, confidence, knowledge, self-awareness and understanding. It is Career Trek's belief that its hands-on career-related activities and workshops enhance each participants' level of engagement in their education and ultimately supports the commitment and investment they will make to achieve career success and life satisfaction.

With Career Trek, the path to career success becomes clear and well-marked. Participants leave the program empowered by knowledge and experience. They can make important decisions about the future.

For more information about Career Trek, please visit: [www.careertrek.ca](http://www.careertrek.ca)