

Job title: **Wonder of Work (Westman) Campus Assistant**

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

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 (Westman) Program** gives children an opportunity to discover their likes, dislikes, and potential by exploring many occupations and professions at post-secondary institutions. The participants spend four 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.

The **Wonder of Work (Westman) Campus Coordinator (CA)** is responsible for providing onsite leadership to the part time staff, volunteers and activities at a Career Trek campus. In addition to having a solid knowledge base that will allow them to provide support and direction to staff members the CA will work closely with the Campus Coordinator (CC) to ensure the safe and effective delivery of the Wonder of Work (Westman) program. The CA practices and role-models 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.

Duties and Responsibilities

- Program Facilitation - Support programming activities for the Wonder of Work (Westman) Program participants. Knowledgeable and capable of teaching all campus specific lessons. Ensure safety standards are in place, followed consistently and meet organizational guidelines
- Supervision
 - Supervise programming staff
 - Oversee the Junior Staff Mentorship Program at their respective campus
 - Motivate and provide conflict resolution between junior staff members
 - Ensure that a supportive environment exists for our staff, participants and families; resolve behaviour issues of participants
- Working relationships
 - develop effective working relationships with Career Trek staff, volunteers and campus staff
 - provide direction and developmental feedback to junior staff to support their personal growth
- Community Collaboration – work collaboratively with communities and families to determine, identify and address needs. Embrace cultural diversity and be mindful of traditional approaches when facilitating the program

- Transportation – Ensure that the bus procedure for programming is implemented as per the guidelines given by management staff.
- Models and encourages professional conduct and a strong work ethic to deliver the highest quality of service possible
- Contribute to campus staff performance appraisal/evaluation based on CT's guidelines
- Personal and professional development (including career and employability skills) through CT staff training and development activities (including start of program training, seminars during the program, self-assessment and performance appraisal, peer-feedback etc.,)
- Other duties as assigned

Qualifications

- Enrolled in post-secondary degree or diploma program
- Supervisory experience an asset
- Graduate of Career Trek or previous connection with Career Trek programs an asset
- Experience working with youth and Indigenous communities an asset
- Demonstrated competence in:
 - Oral and written communication
 - Leadership, problem solving, decision-making, and organizational abilities
 - Special event facilitation
 - Public speaking

Working conditions

- May require heavy lifting of program lesson supplies
- Significant amount of walking (within the campus)
- Standard First Aid certification
- Criminal record and child abuse registry clearance

Salary Range: \$12 - \$15

Hours of Work: 8hrs (Saturdays) with room for additional hours

Start Date: ***September 28th, 2019***

How to apply: Email cover letter and resume by September 16th to Lenya Wilks – Program Coordinator lwilks@careertrek.ca. Applications are also accepted through the Career Trek Webpage by clicking on this link <https://careertrek.ca/wonder-of-work-m-program-staff-application-form/>

We thank all applicants; however, only those who are short-listed will be contacted.