

Job title: **Wonder of Work (Westman) Group Leader**

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. Children spends 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) Group Leader (GL)** is responsible for the supervision, movement and safety of all participants during the programming day. Group leaders assist instructors in the classroom, always build positive relationships with participants and act as positive role models. Group leaders' practice 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

- Monitor participants
 - Ensure that a supportive and safe environment exists for all participants and families
 - Ensure all participants are present and accounted for across the campus throughout the program day
- Working relationships
 - develop effective working relationships with campus staff, volunteers and junior staff
 - provide direction and developmental feedback to junior staff to support their personal growth
- Support – Support Career Trek instructors in creating a safe and effective learning environment
- 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
- Models and encourages professional conduct and a strong work ethic to deliver the highest quality of service possible

- 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
- 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:
 - Conflict resolution skills
 - Leadership, problem solving, and time management skills
 - Interpersonal and communication skills
 - Fostering an inclusive environment
 - Ensuring safety of individuals in a program environment

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.