



Black Creek youth Initiative - Canada Summer Jobs – Deadline May 6th 2024
PEER Support Worker ROLE & RESPONSIBILITIES:

The Peer Support Worker will assist in the weekly programming of the Black Creek Youth Initiative (BCYI), focusing on recruiting and supporting peers during group activities. They will facilitate youth access to culturally sensitive spaces and outings. Working closely with the Program Assistant, they will help plan weekly activities, summer outings, and the Annual BCYI BBQ, ensuring that the objectives set by the Executive Director are met. They will gain valuable experience with budgets, attendance tracking, filing, and more. The Peer Support Worker will report to the Program Coordinator.

RESPONSIBILITIES:

- **Assist with Client Files and Registration Forms:** Help in maintaining participant/client files and ensuring registration forms are properly processed.
- **Collaborate on Program Activities:** Work with the Program Assistant to plan and execute program activities, ensuring they align with the program's objectives.
- **Support Program Spending and Budgeting:** Gain experience in tracking program spending and assist with monthly budget reports.
- **Assist in Leading Program Activities:** Support the Program Coordinator in designing and implementing program activities, leading sessions as needed.
- **Facilitate Program Activities:** Support the Program Assistant in facilitating weekly program activities.
- **Track Program Attendance:** Assist in maintaining accurate attendance records on a weekly basis.
- **Help with Program Evaluations:** Collaborate with the Program Assistant to create and conduct program evaluations, and help prepare reports for the Executive Director.
- **Assist with Social Media and Communications:** Provide support in creating and reviewing social media posts and communications, following guidance from the Program Coordinator.
- **Arrange Program Excursions:** Assist in planning and supervising program excursions, communicating with parents/guardians to obtain consent for participation.
- **Support Summer Event Planning:** Aid the Executive Director and program coordinator in organizing and implementing summer events for the Black Creek community.
- **Contribute to Health and Safety:** Follow the Black Creek Youth Initiative's Health and Safety policy, ensuring compliance and reporting hazardous situations or incidents to the Program Coordinator.

Eligibility Requirements:

- Must be between 15-30 years of age.
- Must be a Canadian Citizen, permanent resident, or a refugee with status. •

Must have a valid Social Insurance Number (SIN).

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Join our team and make a difference in the community! Don't miss this fantastic opportunity to kickstart your career while contributing to meaningful projects that support youth development. Apply today and be part of something great!



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PROGRAM ASSISTANT ROLE & RESPONSIBILITIES:**

The Program assistant will focus on supporting and assisting with the planning and delivery of the Thursday Youth Group program and special outings for youth between the ages of 12-18 who are racialized, and coming from low-income families. The program assistant will play a vital role in planning the delivery of education and fun activities for youth in registered as part of the youth group program. In addition, the program assistant will be responsible for co-facilitating youth group alongside the Program Coordinator. The program assistant may be a high school, College or University student currently enrolled in a program focusing on children and youth, education, healthcare studies, social science, and/or recreational studies or other programs focusing on working with children. The program assistant will be employed in a non-profit community governed organization and will work in conjunction with the Program Coordinator and Executive Director.

RESPONSIBILITIES:

- Provide support and assistance to Program Coordinator in the planning, delivery and evaluation of the weekly youth group program.
- Assist in ensuring that all program activities and events are cooperative and creative in nature, as well as age appropriate and culturally sensitive.
- Assist in completing registration and intake with new youth participants •

Participate in programs with staff and community partners that focus on specific needs identified within the community

- Prepare resources and materials for the weekly youth group program
 - Assist in leading the delivery of program activities and in the set-up and clean-up of the program space, materials, etc.
 - Create and organize materials to be used in individual and group education settings. •
- Provide support with the implementation of programs, such as: planning, organizing, promotion and delivery of programs; assistance on excursions; design of communication materials and social media posts; and compiling evaluation results. • Other duties as assigned by the Program Coordinator

- The Program Assistant has a responsibility for Health and Safety and must therefore

work in compliance with the Blackcreek Youth Initiative Health and Safety policy, including using protective equipment (where required), operating equipment in a safe manner, and immediately reporting hazardous situations, as well as all accidents and incidents, to their supervisor.

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Eligibility Requirements:

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