



Resource Assistance for Youth, Inc.

GREEN TEAM YOUTH COORDINATOR JOB DESCRIPTION

TITLE: YOUTH GREEN TEAM COORDINATOR

This position is specifically designed for youth between the ages of 18-29 years old

DEPARTMENT: LEVEL UP! EMPLOYMENT AND TRAINING

REPORTING TO: DIRECTOR OF EDUCATION AND TRAINING

HOURS: FULL-TIME, 37.5 HOURS WEEKLY, SUMMER TERM WITH POSSIBILITY OF EXTENSION

SCHEDULE: STANDARD HOURS MONDAY – FRIDAY, 9:00 AM – 5:00 PM, SOME EVENINGS AND WEEKENDS MAY BE REQUIRED

HOURLY WAGE: STARTING AT \$16.00 PER HOUR, DEPENDENT ON QUALIFICATIONS AND EXPERIENCE

ABOUT RAY

Mission: To provide youth with what they need, on their terms, to better their lives.

Vision: RaY's vision is that all youth have the opportunity to live a healthy and secure life; that they are given the chance to develop a belief in themselves through tools, information and programs that build personal capacity in order to be self-sufficient and no longer need RaY's services.

ABOUT THE ROLE

Through the Growing Opportunities program, RaY will assist at-risk youth who have become street-entrenched, marginalized, and often overlooked by other employment development programs. The Growing Opportunities program actively recruits hard to reach youth and helps them develop employability skills that will lead to paid employment or promote a return to school to complete education. RaY is a fast paced environment which depends on reliable, open-minded, flexible and team oriented individuals to provide youth with what they need, on their terms, to better their lives.

The Youth Green Team Coordinator will work towards recruiting RaY participants to support with West Broadway street clean-up. The coordinator will work with the local neighborhood to build relationships and will educate these businesses on the green team efforts, and will highlight the successes of the summer clean up program. Once the coordinator has recruited youth to support, they will be responsible for scheduling participants and supervising the street cleans.

EDUCATION AND EXPERIENCE:

- Experience or interest working within the not-for-profit sector
- Child and Youth Care Diploma or acceptable equivalent and related experience
- Preferred certification: Level C-CPR, NVCI, ASIST, Stages of Change/Motivational Interviewing
- Minimum of 1-2 years of experience working in a similar role
- Valid driver's license
- Criminal Record Check, Child Abuse Check and Driver's Abstract

- Proficiency in MS Office, Google Products and general comfort with technology

SKILLS AND ABILITIES

REQUIRED ASSETS:

- Understanding of the needs of marginalized youth and homelessness issues
- Ability to put schedules together and oversee timesheets
- Creative problem solving and strong advocacy skills
- Strong working knowledge of harm reduction principles
- Responsible, organized, and detail oriented
- Excellent interpersonal, communication and written skills
- Cultural competency skills, knowledge, experience, and awareness
- Capacity to build and maintain strong relationship with partner agencies, service providers and employers
- Ability to function independently while also working as part of a frontline team
- Ability to multitask and prioritize in a fast-paced environment with minimal supervision
- Must have a familiarity of resources that are available to youth in Winnipeg; specifically housing and social services.
- Must possess knowledge of street life in the inner city including gang activity, substance use, and sexual exploitation.

DESIRED ASSETS:

- Experience working with marginalized populations an asset

KEY RESPONSIBILITIES

The responsibilities of the Youth Green Team Coordinator include, but are not limited to the following:

GREEN TEAM COORDINATION:

- Develop and implement the overall vision, goals, and strategies for the youth green team program.
- Recruit, train, and supervise a team of youth participants, fostering their personal and professional development.
- Provide guidance and support to the youth green team members in planning and executing sustainable projects.
- Coordinate regular team meetings, workshops, and training sessions to enhance the team's knowledge and skills.
- Ensure safety of youth participants

PROJECT MANAGEMENT:

- Collaborate with community partners, stakeholders, and organizations to identify and execute environmentally friendly initiatives.
- Plan, organize, and lead the implementation of various projects, such as community cleans
- Plan, coordinate, and oversee the implementation of green projects, such as community gardens, recycling programs, and energy-saving initiatives.
- Develop project timelines, set goals, and monitor progress to ensure projects are completed on time and within budget.

- Conduct regular evaluations and data analysis to measure the impact of green projects and identify areas for improvement.

COMMUNICATION AND ADVOCACY:

- Act as a spokesperson for RAY's sustainability initiatives, effectively communicating the organization's values and impact to internal and external stakeholders.
- Prepare reports, presentations, and other materials to share progress, outcomes, and success stories related to sustainability efforts.
- Stay updated on current environmental trends, policies, and best practices to provide strategic recommendations and contribute to advocacy efforts.

Perform other tasks as assigned

WORKING CONDITIONS & REQUIREMENTS

Work conditions and physical requirements of this position include but are not limited to the following:

- Physical demands: sitting, walking, some lifting up to 20 lbs
- Work environment: can be an environment of high-stress and fast-paced crisis intervention. This position will take place in various locations including in office and in the community in varying weather conditions and transportation of participants within city limits may be required
- Must possess a valid drivers license
- Some evening and weekend work

RaY is committed to representing diversity among our staff and volunteers. Indigenous peoples, visible minorities, persons with disabilities, persons of minority sexual orientations and gender identities are encouraged to apply and self-identify.

Please send your resume and cover letter to cbirch@rayinc.ca by Friday, June 9, 2023