

Events Assistant Trainee

Youth Assisting Youth (YAY) is seeking an Indigenous/First Nations individual who is energetic, creative, fun, great with kids and who also has a solid background in facilitating year round group sports and recreation activities for children and youth in the GTA and York Region.

PLEASE NOTE: DUE TO FUNDING RESTRICTIONS ONLY APPLICANTS WHO ARE INDIGENOUS/FIRST NATIONS AND ARE REGISTERED AND WORKING WITH AN EMPLOYMENT COUNSELLOR AT MIZIWE BIIK ABORIGINAL EMPLOYMENT AND TRAINING WILL BE ELIGIBLE TO APPLY FOR THIS POSITION.

The Events Assistant will be responsible for a number of tasks:

1. Assist the Events Coordinator in the organization, promotion and operation of all agency events for at-risk and newcomer children and ensure that these events are well organized and operate smoothly
2. Create, initiate and facilitate group sports, recreation and craft programs where required
3. Supervise and provide support to mentees and volunteer mentors
4. Initiate and maintain telephone and email contact with youth volunteers and families registering for events
5. Prepare calendars of events and activities for the website
6. Administration and clerical tasks

Preference will be given to candidates who:

- Are a registered client with Miziwe Biik Aboriginal Employment and Training to be eligible for consideration
- Have graduated from a Recreational/Sports Leadership program at a University or College
- Have proven experience in planning events and activities for children and youth including outdoor activities like summer camp, sports, etc.
- Have strong outdoor recreational, crafts and sports planning background
- Good organizational skills and able to complete tasks as assigned
- Creative, reliable, responsible and able to take initiative
- Dynamic and positive personality, high energy and an enthusiastic attitude
- Must be able to work some evenings and occasional weekends
- Computer literate (MS Office, Excel, Google, social media, email, etc.)
- Clearance of a Police Criminal Reference Vulnerable Screen Check
- Valid Ontario class "G" driver's license and access to an insured vehicle is an asset
- Current First Aid & CPR Certificate

COMPENSATION

This is a One Year Contract position for 35 hours per week from April 1, 2020 to March 31, 2021. The wage is \$19 per hour and is subject to government funding. This position includes evening and occasional weekend work and requires being available for all YAY events, especially Annual Picnic and Summer Camp. Access to the Youth Assisting Youth office is easily available by TTC as it is located adjacent to the Yonge-Finch subway and opposite the Finch Bus Terminal.

How to Apply

If you are interested in joining a dynamic team of highly qualified professionals at Youth Assisting Youth who are dedicated to positively impacting the lives of children and youth, please forward your resume with a cover letter by February 21, 2020 to: John van Rhee, Program Director, Youth Assisting Youth, 5734 Yonge St., Suite 401, TOR, ON M2M 4E7. By email to: jvanrhee@yay.org or by fax to: 416-932-1924. We thank all applicants for their interest but only those selected for interviews will be contacted.