



**Job Title:** Child & Youth Program Leader  
**Position Type:** Part-time; 10-15 hours/week  
**Reports to:** Child & Youth Coordinator

**Wilmot Family Resource Centre (WFRC)** is a charitable, multi-service organization with locations in Baden, Wellesley, and New Hamburg, focusing on strong and healthy communities where all individuals are accepted and where there are opportunities to participate and grow.

Wilmot Family Resource Centre is currently hiring a part-time **Child & Youth Program Leader** for 10-15 hours per week after-school and evenings.

**POSITION OVERVIEW:**

Reporting to the Child & Youth Coordinator, the Child & Youth Program Leader is responsible for the delivery of the agency's Child & Youth Programs, including the development, implementation, and leading of programs in accordance with the goals and objectives of the program.

The successful candidate will assist in the setup, clean-up, and ongoing site maintenance to keep the program space(s) clean and orderly; ensure participant safety; maintain a positive liaison with participants, coworkers, volunteers, community organizations, and related service agencies; model a strong client service orientation respecting the diverse needs of children, youth, and their families; demonstrate a commitment to understanding and upholding the mission and values of Wilmot Family Resource Centre.

**QUALIFICATIONS:**

- High School Diploma, Post-Secondary diploma or degree (or currently enrolled) in Child and Youth Studies, Recreation and Leisure, Social Services or a related field
- Minimum of one year experience working in a program setting with children, youth, and families from diverse cultural & socio-economic backgrounds
- Strong interpersonal skills including compassion, discernment, and modeling of appropriate boundaries
- Maintain confidentiality
- Problem solver and sound judgment
- Excellent verbal and written communication skills
- Be able to problem solve, multi-task, manage time well, and prioritize responsibilities
- Flexible, organized, and able to work independently with minimal supervision and in a team environment
- Leadership experience and skills
- Proficient in the use of computers, the internet, and various software (Microsoft Office suite)
- Working knowledge of Canva an asset
- Social media knowledge and skills in Facebook, Twitter, Instagram are an asset
- Have access to reliable transportation and demonstration of dependable work attendance
- CPR and First Aid certificate
- Clean Vulnerable Police Records Check
- Mandatory Covid-19 vaccination policy is in place for all employees

**DETAILS:** Part-time 10-15 hours/week, \$18-\$20/hour starting wage, expected start date is October.

Applicants will only be considered if they include a cover letter and resume that clearly demonstrates how their previous skills and experience correspond to each of the above requirements. **Applications are due by 12:00pm on October 18, 2023 to Trisha Robinson**, Executive Director, Wilmot Family Resource Centre, 175 Waterloo St. Unit 1, New Hamburg, ON N3A 1S3; or by email to [info@wilmotfamilyresourcecentre.ca](mailto:info@wilmotfamilyresourcecentre.ca).

*Wilmot Family Resource Centre is committed to employment equity and providing equal opportunity for people with disabilities. We encourage applications from people representing the diverse communities we serve, and if requested, we modify our recruitment and hiring processes to make accommodations that are responsive to applicants' needs. Preference may be given to applicants who self-identify of indigenous ancestry.*