



**Membertou**  
WELCOMING THE WORLD!

## **Employment Opportunity**

**Job Title:** Youth Worker (2 Full Time & 2 Part Time)  
**Reports to:** Director of Education / Youth Centre Coordinator  
**Department:** Education

Membertou is seeking the services of an energetic, enthusiastic, honest, creative, hardworking individual to fill the position of the Youth Worker. The Youth Worker is responsible for the daily operations of the office and the general development of the Membertou Youth Centre programs.

### **Responsibilities & Duties:**

Reporting directly to the Youth Centre Coordinator, the duties and the responsibilities of the Youth Worker include:

- Maintaining a safe and clean environment in the Youth Centre
- Working with youth and community members to develop programming to be implemented in the Youth Centre
- Training staff and volunteers
- Building on the RESPECT program model to provide cultural, academic, social and recreational programs to youth
- Liaise with other community agencies to provide services to youth
- Assist in the planning and implementation of community recreation activities
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or to the Education Department
- Attend monthly department staff meetings and weekly Management Team meetings
- Other department related duties as required by the Director/Youth Centre Coordinator

### **Qualifications:**

- Grade 12 or equivalent.
- Successful completion of a youth worker/ human services program would be an asset.
- Must be flexible as evening and weekend work is required.
- Must provide an updated Child Abuse Registrar
- Must provide an updated Criminal Record Check / Vulnerable Persons Check.
- Must be competent in completing reports, writing proposals & speaking in public.
- Knowledge of computers and internet is essential.
- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

## **Working Conditions**

### ***Physical Environment***

An office environment with a work station that is comfortable, temperature controlled, and well-lit. Equipment for use is up to date and well maintained. At times, there will be outdoor events, may experience conditions such as high humidity, dust and exposure to heat and cold temperatures, in all weather conditions.

### ***Physical Effort***

Majority of work hours are spent moving around, with frequent opportunities to sitting in an office chair. The incumbent will occasionally need to move or lift objects (up to 25 lbs.) such as offices supplies, equipment, files or boxes. At times this position may be required to walk to other locations within proximity.

### ***Sensory Attention***

This position requires keen listening and observational ability due to the nature of discussions with staff and the children. It also requires strong analytical and critical thinking skills in order to assess various related situations, as well as efficient reading and writing abilities in order to create and review documents, including emails, memos and policies.

Resumes with Cover Letters/Applications can be submitted to:

Membertou Human Resources Department  
**Attention: Richard Stevens**  
47 Maillard Street  
Membertou, NS B1S2P5

Or via email to:

[jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS:** Friday May 13<sup>th</sup>, 2022 at 4:30 PM AST.

*Thank you for applying, however, only those selected for an interview will be contacted.*