

<b>Organization:</b> TNO - THE NEIGHBOURHOOD ORGANIZATION	<b>Department:</b> Family & Wellness
<b>Program/Project:</b> Youth Services	<b>Position Title:</b> Young People Leadership & Success Specialist (Middle Years, Grades 6-9)
<b>Location and Hours of Work:</b> TNO sites and offsite 35 hours per week	<b>Position Type:</b> Full-Time
<b>Expected Start date:</b> ASAP	

TNO - THE NEIGHBOURHOOD ORGANIZATION (TNO, formerly *Thorncliffe Neighbourhood Office*) is a community-based multicultural, multi-service agency, which offers a wide range of programs at our four hub locations: Thorncliffe Park, Flemington Park, Crescent Town Club, and St. James Town Community Corner. We strengthen quality of life through services, engagement, partnerships, and advocacy.

TNO is actively searching for a Young People Leadership & Success Specialist (Middle Years, Grades 6-9) to join the Youth Services team.

**Program Summary:**

TNO believes that young people are the leaders of their own lives and with supportive, caring adults to help guide them, they will excel through their individual life journey. TNO's Youth program is created and guided by young people's voices and centred around the health and wellbeing of Youth. The focus of the program is Leadership, Wellness, Empowerment, and Success with programming to support physical & mental wellness, education, employment, creativity and more through a strength based, anti-oppression, Harm Reduction approach.

**Position Summary:**

The Young People Leadership & Success Specialist will focus on creating and implementing programming and activities that address identified needs and support youth defined goals. Programming includes camps, TNO's Hockey program, other active programs, school support and tutoring, mental wellbeing and more! The ideal candidate will have a passion for empowering youth to lead and succeed, and will enthusiastically engage and create programming to support this work.

**Main Tasks & Responsibilities:**

- Lead and manage all pieces of this portfolio from program design & implementation, to communication, reporting and statistical tracking for **Middle Years youth, Grades 6-9.**
- Build an understanding of the needs, issues, goals, aspirations, skills and abilities of youth and build on existing maps of service, programs and community assets available in the local neighbourhood; help initiate new services in response to identified service requests and community needs.
- Lead and coordinate TNO Hockey program, Summer and holiday camps
- Foster an environment that is respectful, inclusive and welcoming by working collaborative, facilitating discussion, practicing active listening and developing mutual understand with youth.
- Identify emerging community issues, service gaps and opportunities for action to build on community capacity.
- Proactively conduct outreach and engage young people in a variety of settings across the community.
- Organize and participate in public education seminars, workshops, groups and training for youth, parents and service providers.
- Meet with young people virtually, in small groups and one-on-one to support their development.
- Enter and maintain client and case management information into required database(s).
- Maintain required program records and submit required weekly and monthly reports and as requested by the management of the agency; maintain nuanced records for youth in order to identify development, needs and provide specialized support.
- Ensure security and confidentiality of all records
- Collaborate with team members and partners on youth and community projects.
- Actively participate in program's community development activities including advocacy, outreach, community engagement and empowerment activities.

### **Qualifications and Experience Required:**

- Post-secondary Diploma/Certificate preferably in Social Services, Child & Youth Service Worker, Education, Mental Health or related program or equivalent experience.
- Minimum three years of related experience in youth outreach strategies, program facilitation, and providing frontline services to youth.
- Proven track record of developing and implementing youth-led and youth-informed programming from budget and timeline outline to program overview and outreach plans.
- Program specific skills such as Camp and recreation are an asset.
- Demonstrated awareness of issues shaping youth culture and the youth experience.
- Experiencing with youth mentorship, de-escalation and conflict resolution.
- Experience providing client-centred case management.
- Experience working with low-income, multi-racial and multi-lingual newcomer communities.
- Experience working from an integrated anti-oppression, LGBTQ+ positive framework.
- Experience working from a gendered lens, and from a Harm Reduction and Trauma Informed approach
- Experience working virtually and strong knowledge of navigating the different platforms used by young people.
- Excellent communication skills, both written and verbal in English, and additional language is an asset.
- Excellent interpersonal skills and experience liaising with community professionals.
- Excellent organizational and coordination skills to respond to fluctuating workloads and respond immediately in crisis situations.
- Excellent facilitation skills.
- Proficiency with MS Office, databases, designing flyers and presentations and using other office-related equipment.

### **Working Conditions**

**Hours of Work** - Regular hours for 35 hours per week, and flexible between 8:30AM to 8:00PM. Some evening and weekend work will be required as decided by program requirements.

**Location** - This position will be located within any of TNO's service locations based on community and program requirements. Locations for this position may be added or moved to new addresses in the future according to the community and program requirements.

**First Aid & CPR certification** are required to be maintained throughout employment.

### **Hiring Conditions**

**Vaccination Requirement** – As a condition of employment, TNO requires all new hires to provide proof of full vaccination against COVID-19 prior to the start date of employment. Applicants who have appropriate written proof of a medical reason, or a reason pursuant to the Ontario Human Rights Code for not being fully vaccinated against COVID-19, may provide such documentation to the Human Resources department for accommodation consideration. Such situations will be considered on a case-by-case basis.

**Screening** - As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening.

TNO - THE NEIGHBOURHOOD ORGANIZATION - is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities and other equity-seeking groups to apply.

### **How to apply**

To apply for the position candidates are requested to send a copy of their application (cover letter, resume and any other document supporting your candidature) to Human Resources **by**:

**5:00PM November 24<sup>th</sup>, 2021 for Internal Candidates.**

**5:00PM December 3, 2021 for External Candidates.**

[CLICK HERE TO APPLY](#)

Or Attn: Human Resources TNO - THE NEIGHBOURHOOD ORGANIZATION - 1 Leaside Park Drive, Unit, # 7 Toronto, Ontario, M4H 1R1

TNO – THE NEIGHBOURHOOD ORGANIZATION is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please contact 416-467-0126.

*We thank all applicants for their interest but only those selected for further consideration will be contacted.*

*For more information visit: <http://www.tno-toronto.org>*