

Appendix A: Youth Engagement Leader Position Description

2019

POSITION DESCRIPTION

Manitoba Youth Job Centre (MYJC) Youth Engagement Leader

Term of Employment: 15 weeks

Positions Available: 44

Salary: \$12.77/hour (STEP Level 3)

SUPERVISOR

MYJC Program Manager or Program Coordinator

POSITION SUMMARY

Under the direction of the MYJC Program Manager or Program Coordinator the Youth Engagement Leader will operate one of the forty-three Manitoba Youth Job Centres from May 6 to August 16. The Centres provide job placement services in conjunction with a community-based Sponsoring Committee. The MYJC Youth Engagement Leader will be required to work directly with the public and clients serviced by the MYJC and maintain a positive community image for both the MYJC and young people.

POSITION DUTIES AND RESPONSIBILITIES

- Organize and set-up a rural MYJC office according to program guidelines;
- Promote the MYJC to potential employers, students, youth and community groups;
- Conduct personal visits with employers to solicit job orders for students and youth;
- Conduct First Job Certificate Program workshops for students and youth;
- Design materials to advertise services provided by the Job Centre;
- Design and conduct presentations for local schools and organizations to promote the MYJC and its services;
- Receive job orders from employers;
- Receive employment registrations from local students and unemployed youth;
- Operate a matching and referral service;
- Prepare weekly, monthly and seasonal statistical reports;

- Record statistical information on the Centre's activities including registrations, referrals, job orders, and placements;
- Prepare narrative reports that include samples and/or summaries of promotional items, special events, and presentations;
- Provide students and youth with information on job search skills and career options through school presentations, personal interviews, and information resources;
- Provide students, youth and employers with information on government and community service programs when requested;
- Attend and actively participate in the MYJC training session and the regional meetings called by the MYJC Program Coordinator;
- Work cooperatively with your Sponsoring Committee members. This includes maintaining regular contact, providing copies of narrative and statistical reports and reporting absences from the office for community visits, meetings and time off;
- Participate in activities that maintain a productive activity level throughout the work term. Such activities may involve community development projects but should not interfere with the provision of MYJC services;
- Assist in the evaluation of the Job Centre and the MYJC program;
- Promote community awareness of other youth-related programs as MYJC duties permit; and
- Other related duties relevant to the position as assigned.

SUPERVISION RECEIVED

The Program Coordinator and the Sponsoring Committee provide day-to-day supervision. The incumbent is expected to show initiative in determining priorities and carrying out duties. The incumbent must be self-motivated and able to work independently with a minimum of supervision.

MATTERS THAT MUST BE REFERRED TO IMMEDIATE SUPERVISOR

- Expenditures for office supplies and advertising;
- Absences from work and requests for time off;
- Any complaints or problems regarding the Job Centre and its services should be referred to the Program Coordinator; and
- Inquiries regarding the details of other government programs should be referred to the MYJC Program Coordinator.