



*Career Trek is excited to build our Summer Camp 2022 Program Delivery Team to deliver **high quality** and **high impact** programming to overlooked/marginalized youth in and around the West Region.*

- Available Positions:** Summer Camp 2022 - Program Delivery Staff- West Region
(Instructors/Team Leaders)
- Programs:** Wonder of Work and Junior Staff Mentorship Program
- Job Type:** Term, must have availability Monday through Friday, 8:30am – 5:30pm
- Term:** June 2022 – August 2022
- Rate of Pay:** \$15 per hour, estimated 30-37 hours/week
- Locations:** Brandon, Dauphin, and surrounding communities
- Application Deadline:** Tuesday May 31, 2022 (or until positions are filled)
- Position Summary:**

We are looking for collaborative and committed individuals with youth engagement, program delivery, and day camp experience to join our 2022 Youth Initiatives summer programs team. These leaders want to make the world a better place through empowering young people to realize their career and educational potential. Through instructing, mentoring, and acting as positive role models, they will build positive relationships with participants and model Career Trek's 4 R's – respect yourself, respect others, respect your environment, and take responsibility for your actions – through all aspects of their work. These leaders will also practice and model Career Trek's core values of Equity, Inclusion & Belonging; Respect; Balance & Wellness; Truth & Reconciliation; and Caring in all aspects of their work. In addition to this, the successful candidate will support participants by:

1. Organizing and delivering hands-on career lessons and skills workshops.
2. Overseeing and mentoring groups of youth throughout the programs.
3. Facilitating the development or enhancement of 21st Century employability skills.

Duties & Responsibilities:

Reporting to the **Manager** - the **Program Delivery Staff** will:

- Facilitate career exploration lessons and supervise participants' activities.
- Engage and motivate participants, by
 - Leading discussions of the lesson materials
 - Responding to participants comments and questions
- Ensure that a supportive and safe environment exists for all participants, volunteers, and staff.
- Review and prepare for each lesson and activity.
- Develop and maintain effective working relationships with Career Trek staff, volunteers, and

- Community partners.
- Attend meetings, as needed.
- Ensure safety standards are in place and followed consistently to meet organizational guidelines.
- Model and encourage professional conduct and a strong work ethic to deliver the highest quality of service possible.
- Other duties as assigned.

Skills & Requirements:

- Post-secondary education (in process or completed).
- First Aid CPR (level C) certification.
- Fully vaccinated.
- Demonstrated experience working with youth.
- Inflexible and effective in oral, written, and interpersonal communication skills.
- Strong computer skills, including proficiency with Microsoft Office, and video conferencing software's such as Teams and Zoom.
- Ability to work independently, and as part of a team, and be able to adapt to changing priorities.
- Provide criminal record and child abuse registry checks.
- Availability to travel to rural communities.
- Ability to speak in front of a group.

Assets:

- Valid Manitoba driver's license and access to a vehicle.
- Graduate of Career Trek or previous programming experience.
- Experience working with youth facing barriers (real or perceived).
- Experience working in career development or community service programs.
- Knowledge in project planning and group facilitation.
- Knowledge of Indigenous worldviews, teachings, language, or land-based education.
- Knowledge of challenges faced by newcomers.
- An understanding of Canada's history and relationship with Indigenous Nations and have a commitment to on-going learning in the space of truth and reconciliation.
- Familiar with youth EAL learning.

Working Conditions:

- Work will be in person, and/or virtual in accordance with safety protocols and guidelines laid out by public health and community officials.
- Reliable internet and a computer are required to work from home, if necessary.
- Training and ongoing support will be provided.
- Weekend and/or evening work may be required.

How to Apply:

Email cover letter and resume by Tuesday, May 31, 2022, at 12:00 pm (CT) to careers@careertrek.ca.

- Please include **‘Summer Camp 2022 Program Delivery Staff- West Region’** in the subject line.

While we thank all applicants, only candidates selected for interviews will be contacted.

Career Trek is committed to an employment equity practice that achieves a workforce reflective of the community at large. We encourage all applicants to self-declare.

Career Trek’s Vision:

We envision a Manitoba where all citizens can realize their full career and education potential. Working towards the creation of a just and equitable tomorrow, through understanding our history with the indigenous peoples alongside continuous learning and reconciliation.

Career Trek’s Mission:

We aim to give young Manitobans the experiences and information they need to succeed. They develop knowledge, relationships, and values that will help them find educational and career success. While promoting the concept of life-long learning.

About Career Trek:

Career Trek is a registered charity that helps young people discover the importance of education and career development. Career-oriented programming, complete with hands-on activities, ignites participants’ passion for learning. Career Trek inspires young people to recognize their own potential.

For more than 20 years, Career Trek has been offering programs for children, youth, and adults in the areas of education and career development. Career Trek provides an experiential, hands-on, learning opportunity that increases skills, competence, confidence, knowledge, self-awareness and understanding. It is Career Trek’s belief that its hands-on career-related activities and workshops enhance each participants’ level of engagement in their education and ultimately supports the commitment and investment they will make to achieve career success and life satisfaction.

With Career Trek, the path to career success becomes clear and well-marked. Participants leave the program empowered by knowledge and experience. They can make important decisions about the future.

For more information about Career Trek, please visit: www.careertrek.ca