



United Way
Brandon & District

Youth Program Facilitator - *Summer Student (2 positions)*

Hours: Monday - Friday - 8:00am - 4:00pm

Wage: \$16.00 per/hour @ 35 hours per week

Employment Term: Monday, May 15, 2023 through Friday, September 1, 2023

NOTE: In accordance with Metis Employment & Training - to qualify for this position you must be:

- **Metis students** under the age of 30 who attended school full-time during the current academic year and who are returning to school on a full-time basis in the upcoming academic year (part-time and distance education students do not qualify)
- Must be legally entitled to work in Canada.
- Approved by MET

For this position, we are seeking Post-Secondary students, or students who have graduated high school and are entering Post-Secondary education. As you will be working with youth, you must have, or be willing to acquire a Child Abuse Registry Check

Duties:

1. Assist in day to day operations.
2. Assist with planning and execution of United Way Youth Programs - Coats for Kids, Tools for School, Youth United and Summer of Service Program.
3. Office Duties as assigned.

Core Competencies:

To perform the job successfully, the Youth Program Facilitator will be able to effectively demonstrate the following competencies:

1. Some recent related experience in a fast paced, complex office setting is preferred, but not required
2. Knowledge & experience of MS Office
3. Strong written, verbal, interpersonal and communication skills
4. Excellent organizational and time management skills
5. The ability to work with students and lead a team in community volunteer projects.
6. Ability to work in a team environment and independently
7. Experience working with children and youth is an asset.

Please submit Cover Letter & Resume via email or in person by than 4pm, Thursday May 4, 2023. We thank all that apply; however only those considered for an interview will be contacted.

Email: office@brandonuw.ca

Address: 201 - 1011 Rosser Avenue, Brandon MB, R7A 0L5

Funding for these positions has been generously provided by MMF Metis Employment and Training. We sincerely appreciate this incredible partnership opportunity.



**Métis
Employment
& Training**