



JOB DESCRIPTION YOUTH DROP IN COORDINATOR

Our Vision:

The Native Canadian Centre of Toronto is dedicated to helping all of our relations on their journey

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

I Job Title: Youth Drop In Coordinator

II Employment Salary, Work Hours, Term:

Salary: \$41,600 annually

Work Hours: 40 hours/week [Monday-Thursday 11:00 am - 7:00 pm, Friday 10:00 am – 6:00 pm]

Term: Full Time Contract, based on available funding

III Department: Youth Program

IV Direct Report: Youth Program Manager

V Position Summary: The Youth Drop In Coordinator is responsible for the planning, development, promotion and delivery of programming, services, special events, volunteer activities, and supervision of Indigenous youth.

VI Duties and Responsibilities: The Youth Drop In Coordinator must be able to address needs and services of Indigenous youth (14 – 24 years). In addition, this role will leverage skills in psycho-social assessments, time limited/goal oriented management of youth; counselling; mentorship; and system navigation to provide support for Indigenous youth. This position will also support Indigenous youth living and working with a varied range of dual diagnosis issues such as mental health, addictions, developmental disabilities and so forth.

The Youth Drop In Coordinator reports to and takes direction from the Youth Program Manager. The requirements listed below are representative of the knowledge, skill and/or ability required for this position.

- Responsible for the delivery and reporting of activities, including career paths with job-specific skills
- Must have the ability to develop and implement activities that increase academic confidence
- Develop monthly schedule/action plans for youth activities. For example: Create various weekly recreational/physical activities and schedule



- Provide and/or facilitate Indigenous traditional teachings
- Maintain adequate staffing and programming for the Youth daily drop-in program
- Work closely with youth case managers and team leads to support positive outcomes
- Monitor program progress and implementation
- Oversee and/or mentor youth in life-skills such as maintaining the drop in space in an orderly and clean manner
- Develop a work plan assisting youth in completing their education
- Responsible for compiling and submitting reports to the Youth Program Manager
- Accurately track quarterly statistics of participation levels and funder deliverables
- Integrate the participants into NCCT activities as appropriate
- Other duties as identified by the Youth Program Manager

VII QUALIFICATIONS:

- Post-secondary education, experience, and interest in working with Indigenous, at risk, vulnerable youth
- An understanding of psycho-social assessments, individuals with complex needs and a varied range of dual diagnosis issues such as mental health, addictions, developmental disabilities and so forth
- Knowledge of and experience with Indigenous traditions and culture
- Understanding of principles of holistic wellness and harm reduction. Certifications an asset
- Proven leadership skills
- Experience with working with Indigenous communities
- Good organizational and communication skills
- Experience with proposal writing
- Computer proficiency
- Ability to work remotely
- Proficient with Zoom
- Proficient with social media such as Facebook, Facebook live, and Instagram
- A valid driver's license is required
- A CPIC (police records check) is required
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

VIII Working Conditions: This position requires a person able to work in special conditions such as evenings and/or weekends, outdoors, and with community members with complex needs and a varied range of dual diagnosis issues such as mental health, addictions, developmental disabilities and so forth.

IX Physical requirements: This position requires some mobility - lifting heavy items, accompanying youth on transit throughout the city for recreation purposes,



camping, hiking, sports-based activities, and so forth. For example, a trip to the Exhibition Centre or Canada's Wonderland can result in a 12 to 13-hour day of walking and being exposed to the elements, etc.

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The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.

This is a full-time position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.

We thank all applicants for their interest however only those candidates selected for interviews will be contacted.

If this position interests you, please submit your resume and a cover letter to:

**Amanda Andrews
Youth Program Manager
amanda.andrews@ncct.on.ca
Position open until filled**

**SUBJECT LINE:
NCCT – Youth Department – Youth Drop In Coordinator**

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at epohl@ncct.on.ca of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.