

## **JOB POSTING – 1 SUMMER POSITION**

- START DATE:** June 3 – August 22, 2024 (12 weeks – start/finish dates can be negotiated)
- POSITION:** Youth Program Coordinator
- LOCATION:** Durham Deaf Services, Oshawa
- SALARY AND HOURS:** \$16.55 per hour Monday – Thursday 8:00 am to 4:30 pm (32 hours)

### **CANADA SUMMER JOB REQUIREMENTS:**

- Be between 15 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### **POSITION SUMMARY:**

We are seeking a Youth Program Coordinator responsible for reaching out and engaging youth in our region. The program will be delivered based on the skill sets and areas of interest of the youth. The coordinator will also investigate a possible Saturday program and potential workshops as well as plan pre-scheduled youth events for the upcoming year. Also, engage youth with the Deaf Youth Hub.

### **RESPONSIBILITIES:**

- Coordinating various group activities related to youth and supervising these activities
- Collaborating with Silent Voice to set up more youth programs and activities for deaf and hard-of-hearing children/youth
- Create educational information sessions that
- Engage youth to support organizations such as Deaf Youth Hub

- Investigate and outline the development of a 10-week Saturday program (can be in person or online) and execute the program
- Create flyers and marketing materials as needed
- Other duties as assigned

**QUALIFICATIONS:**

- Fluent in ASL
- Background in Early Childhood Education, Deaf Education, and Children and Youth Worker, Recreation and Leisure Studies, Physical Education is an asset
- Comfortable and knowledgeable about working with youth
- Excellent interpersonal skills and energetic
- Ability to improvise and brainstorm ideas quickly
- Knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Knowledge of Internet applications such as Zoom, etc.
- Excellent communication skills
- Non-judgmental, respectful, and positive attitude
- Good organizational and time management skills
- Demonstrated maturity and ability to work independently
- Current criminal background check is required
- 18 years of age or older

**LINE OF RESPONSIBILITY:**

Report to the Interim Executive Director of Durham Deaf Services.

**SEND RESUME AND COVER LETTER VIA EMAIL TO:**

Maggie Doherty-Gilbert  
[mohertygilbert@durhamdeaf.org](mailto:mohertygilbert@durhamdeaf.org)

Application deadline: **open until the position is filled**

The selected candidates will be contacted for an interview. Please do not phone/email.

Durham Deaf Services is an equal opportunity employer.