

TROPICANA COMMUNITY SERVICES

Job Ad

Position Title: Youth Leader (Outreach) - 8 Week Summer position

Primary Function: To promote the agency's programs and services within the community and to assist with advertising to the community the various programs and resources that is offered at Tropicana Community Services.

Responsibilities:

- Attend events and exhibitions as a representative of Tropicana Community Services and inform the community, local businesses and schools about our programs and services
- Present new and creative ideas to enhance the agency outreach efforts
- Solicit and develop creative links with local groups, businesses, and individuals from various communities to increase the number of clients accessing our services
- Assist with creating marketing package for community agencies, school, mall merchants, and businesses
- Conduct outreach activities within the mall and within the community
- Assist in providing youth with information, contacts and referrals needed to facilitate access to programs, services and opportunities
- Greet and encourage the community to visit the organization and access the resources
- Assist staff in the facilitation of programs and fundraising events
- Provide feedback on issues and ideas regarding youth issues
- Prepare weekly reports for presentation at staff meetings
- Perform reception duties, respond to inquiries and make referrals to other services in the community
- Maintain effective record-keeping and statistics
- Recording client registration and client services within CTS Database
- Ensure participants adhere to policies, procedures and code of conduct of the Centre
- Assist with special projects as assigned
- Represent the organization in a professional manner at all times
- Follow policies and procedures and H&S standards and work in a safe manner, following all protocols.

Qualifications:

- Registered as a full-time student in the previous academic year
- Is a student in a Post-Secondary program during the next academic year
- Excellent written and verbal communication skills
- Experience in an administrative, customer service or sales environment
- Good rapport with youth; able to motivate and engage them
- Uses creative and refreshing ideas to engage youth
- Highly organized and energetic
- Ability to manage multiple tasks and meet deadlines
- Self-directed, organized and results-oriented
- Ability to work well in a team setting
- Ability to work in a multicultural/multiracial environment
- Computer literacy—Microsoft applications and Internet

Compensation Type: \$12/hr

Application Details:

Please forward cover letter and resume to:
Tropicana Community Services Organization
Attention: Cameal Johnson, Manager
1385 Huntingwood Dr., Scarborough, ON M1S 3J1

Or by email to:

jcomentan@sycr.tropicanacommunity.org

Application Deadline: Friday May 22nd, 2015

We thank all candidates for the interest shown, however, only those selected for an interview will be contacted. No telephone calls please. Criminal reference check required.