

# MACKIE'S PLACE

## YOUTHSOCIALHOUSE

### Youth Worker Description

Reports to: Site Manager

#### PRIMARY OBJECTIVES

A Mackie's Place Youth Worker is responsible for developing trusting relationships with youth. The Youth Worker fosters the development of employment and life skills through strong leadership and supervision of the Job Skills program. Working closely with the Site Director and other Youth Workers, the Youth Worker is responsible for the implementation of all youth-related programming and activities.

#### DEMONSTRATED COMPETENCIES

- **Strong Leadership:** Acts with confidence. Sets a positive example. Challenges and encourages youth to improve their skills, behaviours, and habits. Motivates youth to strive for excellence. Communicates clearly and effectively.
- **Trustworthy Ally:** Develops and fosters relationships with Mackie's Place youth. Is dependable and trustworthy. Acts with compassion, empathy, and patience. Sets firm boundaries to maintain the integrity of the relationship.
- **Outstanding Organization:** Able to operate and implement all Mackie's Place administrative systems. Adapts to new systems as needed. Communicates with the team and instructs others on new organizational systems. Thrives in an organized space.
- **Team Collaboration:** Works cooperatively with others and follows through on assigned tasks. Is highly collaborative and has the ability to understand other's goals and needs and turn those into actionable steps. Works well with others and has a servant attitude.
- **Flexible Thinking:** Open to different and new ways of doing things. Is adaptable to a variety of situations. Able to thrive in a fast-paced, evolving environment with many moving and changing parts.

#### RESPONSIBILITIES

- Be present and interact with youth during hours of operation
  - Have conversations, build relationships, be a listening ear, and lead by example
- Together with the Site Manager and fellow Youth Workers, oversee Job Skills programming

- Depending on the Youth Worker's skillset, this may include training youth as baristas, bakers, cooks, cleaners, or entrepreneurs
- Ensure that youth complete their tasks with excellence and in a timely manner
- Ensure that youth log their hours accurately
- Ensure the safety of youth, volunteers, and staff by supervising youth behaviour and intervening when necessary
- Connect with in-hub volunteers
  - Make all volunteers feel welcomed, appreciated, and valuable
  - When necessary, connect volunteers with youth and help spark conversation
  - Look for gaps which volunteers can fill
  - Collaborate with the Volunteer Coordinator to fill these gaps
- Together with Game Ready staff and fellow Youth Workers, oversee the basketball program
  - Coordinate sign-up
  - Connect with Game Ready staff
  - Be present in the gym to ensure that youth are safe and behaving according to Mackie's Place standards
- Perform opening and closing duties in the hub
- Utilize all Mackie's Place administrative systems, including Basecamp, Google Drive, project planners, Google Calendar, etc.
- Complete various administrative tasks in an organized and timely manner, including filing incident reports, verifying youth employee hours, manual updates, etc.

#### **QUALIFICATIONS THAT ASSIST IN THIS POSITION**

- Diploma in human/social services or a related discipline; or an acceptable combination of education and experience
- Food Safe certification
- Valid First Aid and CPR certification
- Provincial Criminal Record Check for Children and Vulnerable Adults (mandatory upon hiring)

*Wage is determined by the candidate's level of education and/or relevant experience.*

**Interested applicants are encouraged to send their resume to  
Bobbi-Rhea Mackie at [bobbi-rhea@mackiesplace.com](mailto:bobbi-rhea@mackiesplace.com).**

*For more information on Mackie's Place, please visit [www.mackiesplace.com](http://www.mackiesplace.com)*