

Job Opportunity



Why the Y?

The YMCA of Southwestern Ontario is committed to the development of healthy communities. Our locations, programs and services are designed to help our members and participants grow in spirit, mind and body and are open to people of all backgrounds, beliefs, and abilities.

At the YMCA

you will feel connected to community, when your work positively influences the lives of others in so many ways.

- you will meet new people, while working at one of the most respected human services organizations in the world
- you will expand your knowledge base, where you can flourish in values-based environment.
- you will have career development opportunities where you build a better future for yourself and others.
- you will experience a rewarding job by helping support the building of healthy communities.

The YMCA of Southwestern Ontario is a multi service, non-profit values-based charity that serves Windsor-Essex, Sarnia-Lambton, Chatham-Kent, London, Middlesex-Elgin, Huron-Perth, and Oxford counties. Our services include: Childcare Services, school age programs, camp programs, health and fitness branches, community programs and newcomer services across the region. Our commitment includes a special focus on the region's children and youth. From the kids in our camps and those participating in soccer and swimming lessons, to youth who are new to our communities from around the world, the Y is committed to helping our next generation to grow and thrive, as healthy individuals and passionate future leaders.

Y not join the thousands of members, employees and volunteers and share our vision of a healthy community?

As we continue to grow, we have a need for the following position:

Position/Term: Program Coordinator for the Ontario Newcomers Trades Action Program (ONTAP)

Location: 500 Victoria Ave., Windsor, ON

Start Date: September 6th, 2022

Qualifications & Experience: 2 to 5 years preferable

- Project management experience required
- Supervision and/or leadership experience
- Course/program facilitation or related experience
- Demonstrated leadership and high level of judgment
- Knowledge of the skilled trades an asset
- Experience managing budgets
- Curriculum development experience is an asset
- Demonstrated ability in leading, coaching, and cultivating a work environment of collaboration and teamwork

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- Post-secondary education preferably in Employment/Career Counselling, Adult Education, Human Resources, Social Services, or combination of education and relevant work experience
- Computer skills utilizing MS Office applications including email, internet, and virtual delivery
- Excellent interpersonal skills, both written and verbal
- Strong organizational and planning skills
- Knowledge of second language
- Current First Aid/CPR certification is an asset.
- Current and acceptable Criminal Record Check with Vulnerable Sector Screening is a condition of employment for all staff and volunteers, not more than 6 months old
- The YMCA of Southwestern Ontario has a mandatory COVID-19 vaccination policy. It has been suspended effective June 30, 2022. The policy may need to be re-instated in the future should our public health situation become such that it would be a recommended requirement

Compensation/Benefits:

- A YMCA personal membership at our health and fitness branches
- A discount on our Childcare and Camp programs
- Vacation entitlement in accordance with the employment standards regulations
- May be entitled to up to 12 paid personal days – applicable with position and contract length.
- Benefits package - applicable with position and contract length

Schedule:

- **Mondays to Fridays, 8:30 am-5 pm on site delivery**

Responsibilities:

- Assisting with the establishment and monitoring procedures for the intake, screening, selection of project participants
- Supporting the development, implementation/monitoring, and procedures for operating the project as set out by association policy/guidelines and contractual obligations
- Maintaining accurate and timely records/statistics and evaluation information related to the activities undertaken/outcomes achieved
- Providing positive, professional communication with clients on an ongoing basis, and responds promptly to all requests, queries, and concerns
- Resolving customer concerns as they arise. Reports issues to the Regional Manager of Employment Services.
- Ensuring program supply needs meet the monthly budget requirements. Done in conjunction with the Regional Manager of Employment Services
- Submitting staff expenses in a timely and accurate manner monthly
- Tracking client expenditures and collect appropriate receipts and documentation to issue payment

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- Assisting Regional Manager in quarterly reconciliation of all employers and client support expenses to ensure accuracy
- Completing various administrative duties including all required quarterly reports

To Apply:

1. In your cover letter, specifically state the position you are applying for and location. Please include specific information detailing how you meet the qualifications we require for this position.
2. Submit your cover letter, and resume: **Daniela Armenti, Regional Manager of Employment Services** daniela.armenti@swo.ymca.ca by Friday, August 19th, 2022, at 5 pm.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

The YMCA of Southwestern Ontario is committed to providing a barrier-free environment for all stakeholders including our members/participants, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.

Want to know more about us, visit us at: <https://www.ymcaswo.ca/> <https://www.facebook.com/YMCAofSWO/>