



Job Opportunity



YMCA Employment



Join the Employment Services Team!

Be the Spark! Join our passionate team and be the spark that ignites the potential in others. YMCA of Southwestern Ontario is one of the largest not-for-profit providers of licensed childcare in Canada, offers settlement services to newcomers to Canada, operates 2 overnight camps and 16 Health & Fitness branches across Southwestern Ontario, and we have been making a positive difference in the communities we serve for over 50 years!

Position: Employer Liaison – Power of Trades Program

Location: 500 Victoria Ave., Windsor, ON

Start Date: Immediate

Salary: \$26.50/hour, 40 hours/week

As part of your total compensation:

- Receive a complimentary YMCA membership to our Health & Fitness facilities, and discounts on YMCA 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
- Be part of a caring and supportive network of people to help each other succeed
- Complimentary access to wellness and counselling service

In this role, you will:

- Responsible for the recruitment, selection of program participants
- Facilitation of workshops
- Connecting program participant to local employers in the industry-securing paid work placements and job trials
- Working as liaison between participants and employers to ensure a seamless transition and learning in the workplace.
- Determining current employees requiring skill upgrade to register for the program.
- Administering the assessment, development of activities and case management with immigrant clients seeking employment in the skilled trades



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- Marketing employment services and programs to clients and employers, develop employer contacts, provide current labour market information, client support and assist in curriculum adjustment and facilitation
- Researching specific trades and industries to ease the transition for clients into their field or relation fields
- Implementing employment consultation to clients and maintain and develop career action plans
- Assisting clients with job search and make direct contact with potential employers
- Arranging and monitoring work placements for Power of Trades clients in collaboration with school boards and Employment Ontario partners
- Arranging guest speakers and site visits for participants
- Ensuring effective, efficient use of resources, provide statistical data as required.
- Ensuring quality of the Y experience for program participants
- Preparing all statistical and required reports and appropriate file documentation.
- Implementing procedures for operation of programs within the guidelines and contractual obligations
- Be committed to diversity, equity, inclusion and building a sense of belonging
- Embrace and exemplify the Y's core values

Education and Skills Qualifications:

- Post-secondary education preferably in Employment/Career Counselling, Adult Education, Human Resources, Marketing, Social Services, or combination of education and relevant work experience one to two years' experience preferred.
- Experience working in, or employment services within, the trades.
- 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 an asset
- Knowledge of the Skilled Trades in Ontario an asset
- Experience with diverse individuals, specifically immigrants, and employers in an employment context
- Superior problem solving, research, and creative skills.
- Ability to work with clients with diverse backgrounds and skill levels.
- 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.
- Valid driver's license and regular access to a vehicle required for local travel.
- Legally entitled to work in Canada



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Why The Y?

The YMCA of Southwestern Ontario is committed to the development of healthy communities and welcomes people of all backgrounds, beliefs, and abilities. We are committed to helping our employees reach their full potential and are recognized by Forbes as one of Canada's Top Employers. We offer meaningful employment and the opportunity to make a difference in the lives of individuals and families.



To Apply:

- Submit your cover letter, resume, and supporting documents via email to: **Ray Kurniawan at ray.kurniawan@swo.ymca.ca**. The job posting deadline closes at EOD on **October 13, 2023**.
- Include in your submission your specialized experience, and why you are the best candidate for this role. Please include the name of the position and location in your application.
- We thank all applicants for their interest; however only those selected for an interview will be contacted.

NOTE: 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.