



## **MULTICULTURAL COUNCIL OF WINDSOR & ESSEX COUNTY**

### **DESCRIPTION OF OPPORTUNITY**

**POSITION:** CHILD AND YOUTH VOLUNTEER

#### **POSITION SUMMARY:**

The Child and Youth Volunteers will be responsible for working under the direction of MCC staff to assist with providing programming and supervision to children and youth in an individual and/or group setting.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Post-secondary education in Education, Early Childhood Education, Child and Youth Worker, Education Assistant/Support, or relevant experience with children and youth is considered an asset.
- Experience working with children and youth is considered an asset.
- Creative, passionate, and energetic, with experience facilitating (example arts and crafts, sports) youth sessions, and mentoring children and youth.
- Must have sensitivity for working with children from culturally, economically, and electronically diverse backgrounds.
- Familiarity with the ethno cultural community in the Windsor and Essex County area is considered an asset.
- Knowledge of a second language is an asset.
- Must possess a valid Level 3 vulnerable sector police clearance at time of placement.

#### **AREAS OF RESPONSIBILITY:**

- Adhere to MCC policies and processes at all times.
- Assist with recognizing and responding to the needs of each child by using developmentally appropriate teaching and child behaviour management techniques.
- Assist with planning, preparing and implementing stimulating, age-appropriate activities that encourage children's creativity and learning.
- Observe, monitor, and participate in child and youth activities.
- Assist with preparation and clean-up of snacks, toys, equipment, and play areas.
- Maintain accurate records as directed.
- Keep the immediate supervisor advised of all issues and concerns related to the program.
- Other duties as assigned.

**MCC CORE COMPETENCIES:**

**1. LEADERSHIP**

- Seeks to understand support and work toward MCC’s goals and objectives.
- Steps forward to address difficult issues and presents concerns constructively.
- Champions new and innovative approaches
- Develops commitment in others through participative decision making and empowerment.

**2. COMMUNITY DEVELOPMENT**

- Participates in sector specific committees and promotes MCC vision.
- Develops and nurtures a strong network of contacts by partnering with community agencies, ethno-cultural groups and community committees.

**3. CLIENT FOCUSSED**

- Demonstrates an understanding of internal and external clients and gives precedence to the needs of clients.
- Requests feedback and input from clients and uses it for continuous improvement.

**4. TEAM WORK**

- Demonstrates a readiness to assist others.
- Participates actively on teams, contributing ideas and suggestions towards meeting MCC goals.
- Is open to others ideas and supports team decisions.
- Demonstrates awareness and respect for others’ objectives and responsibilities.

**5. POSITIVE COMMUNICATION**

- Presents information and expresses ideas clearly through the spoken word; influences or persuades others
- Writes clearly and effectively to present ideas and to document activities.

**6. MANAGING RELATIONSHIPS**

- Attempts to resolve conflicts situations collaboratively and works toward win – win situations.
- Builds support for ideas or changes by developing and presenting logical arguments
- Motivates and generates commitment by tying ideas into the needs and goals of MCC and others.

**I understand the responsibilities outlined in this opportunity description:**

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Signature

\_\_\_\_\_  
Date