

## Project Leaders – NYA Next

Northern Youth Aboard (NYA) is a registered charity with the vision of *healthy confident young leaders contributing to vibrant communities and a bright future* (<http://nya.ca/about-us/>). We offer youth aged 15 to 22 living in Nunavut and the Northwest Territories opportunities to acquire skills and training, hands on work experience, and high school credits through cross cultural work and learning experiences in southern Canada and abroad. NYA seeks to foster cross-cultural awareness, individual career goals, and global citizenship in Northern youth and promotes leadership development, healthy self-confidence and self-esteem by providing life-changing experiences.

We're accepting applications for three individuals to be Project Leaders with NYA Next – this is a unique position where Leaders live on site with the team for eight weeks. This role provides an unmatched opportunity to play a meaningful role supporting Participants as they learn and grow.

The Project Leaders' role asks for you to work as a team to:

### Before Orientation:

- Take part in a three-day training/planning
- Get to know your co-leaders
- Get to know the rest of the NYA team, learn about the organization, its philosophy and approach
- Learn more about the program and project, and get familiar with project materials and information
- Connect with Participants and begin the team building process
- Learn more about Participants, and where they come from
- Any other program requirements (first aid training, etc).

### During Orientation:

- Spend time with the team preparing for placement
- Take part in Orientation activities and sessions and support the Next Participants and their learning objectives, and preparation
- Work with NYA Staff to ensure that Orientation runs smoothly, and that everything is ready for the team's transfer to placement
- Spend time with NYA Participants, Volunteers, Staff and Guests during the five days together

### During Placement:

- Lead, coordinate and supervise the team during all aspects of placement. This position entails Leaders living onsite with the group, and taking part in all activities throughout the 8-week placement.
- Handle all logistics and team coordination, which includes facilitating and coordinating every element of group life (cooking meals, shopping, travel, training and volunteer work).
- Report to the NYA office, including keeping in regular contact before, during, and post placement, fulfilling reporting requirements and notifying the Executive Director of any unexpected situations or changes to any of the project parameters.
- Mentor and supervise the participants to ensure a safe and meaningful program, and create a fun, productive and harmonious team dynamic that encourages learning, growth and achievement.
- Work with the Participant Achievement Coach to accomplish NYA's learning objectives, plan activities and support Participants in a harmonious and rich atmosphere.
- Manage placement budget and monies for program and participants.
- Ensure that NYA policies and procedures are followed at all times.
- Be prepared for, anticipate and respond to changing needs relating to Participants, the project and its activities.

### During Re-Orientation and After Placement:

- Attend Re-Orientation, focusing on wrapping up placement details, final time with the team, and reporting
- Debrief the experience, providing feedback and recommendations for the future, as well as highlighting supports that Participants could benefit from post-placement
- Complete final reporting including Participant evaluations, a narrative report and project evaluation, and full financial tracking. Final reports are due by September 30<sup>th</sup>
- Submit all financial receipts with tracking

## Throughout:

- Act as positive role models for Participants
- Carry out NYA's vision, mission, and guiding principles
- Work in a collaborative, open and supportive manner with all stakeholders including Participants, other staff and volunteers, and program partners

## What we would like you to bring:

- ❖ Experience working with youth in a supportive role, and be comfortable providing mentorship, guidance and encouragement in a positive and encouraging way. Previous experience in supervising youth, assessing needs, counselling, and education are all assets.
- ❖ Prior experience working with Northern Canada and/or Indigenous youth is a strong asset, as is knowledge of the issues affecting youth living in the Canadian north. We strongly encourage applications from NYA Alumni, and others with a connection to the North, including Inuit, First Nations and Métis candidates.
- ❖ Demonstrated ability to work cooperatively with a small team, and to pitch in as necessary when help is needed by other staff, or volunteers.
- ❖ Strong leadership and team building skills that will provide you with the experience necessary to create a strong and positive dynamic within the team.
- ❖ Available to live with and supervise the team of Participants for the duration of the project.
- ❖ A self starter who is comfortable in a role that requires initiative, creativity and resourcefulness to leverage the resources available in a way that provides the richest experience possible to Participants.
- ❖ Flexibility, energy and enthusiasm for working in this unique and meaningful onsite role with Participants as part of a team.
- ❖ Willingness to take on a role that requires a broad spectrum of tasks, duties and responsibilities.
- ❖ Comfort and willingness to enforce NYA rules, policies and behaviour guidelines, and to work with other staff, volunteers and participants to create a safe and positive atmosphere and experience.
- ❖ Strong communication, research and organizational skills.
- ❖ First Aid training (or the willingness to acquire).
- ❖ Drivers license preferred

## Working with NYA:

- The most important aspect of every job at NYA is supporting the success of our Participants and Alumni. This means that our approach, hours and philosophies support their needs, their potential, and their excellence.
- Our work and approach is directed by our guiding principles (<http://nya.ca/about-us/who-we-are/>)
- We are a northern serving and northern focused organization. It's important that every staff is knowledgeable and connected to the people and places that we serve. Through diversity, openness and collaboration NYA provides a unique opportunity to learn, share and grow, while reflecting the culture and lifestyle of the Canadian North.
- NYA's environment is a balance of fun, flexible and friendly, passionate and energetic and totally committed. This means that it is a good fit for people who like versatility, a fast pace, and like to work together to take on big challenges.
- We consider ourselves a training organization and we offer lots of opportunities to be involved in program creation, learning new areas, and contributing ideas and input even for short term staff.

## More Details:

- The fulltime commitment begins June 24<sup>th</sup> and end August 14<sup>th</sup>. A mandatory 3-day training will be held before the project (once the positions are hired we will schedule the dates).
- This position is based out of Ottawa. Travel to and from Ottawa, both for the placement and training, is not normally covered, but if you are applying from out of town you can request that we consider covering this cost. Just let us know in your application/cover letter.
- All living expenses including accommodation, food, and related incidentals are covered during all aspects of placement, the training weekend and at the orientation and re-orientation along with a weekly salary during placement.

Interested in joining the NYA Team? Apply online

Please submit your application (cover letter and resume) by Monday January 28<sup>th</sup>, by the end of the day.