

NYA Next Project Leaders (3 positions) - Onsite Full Time Contract Position – approx. July 3rd to August 5th

We are currently accepting applications for those interested in serving as Project Leaders for NYA Next. Project Leaders each hold a different lead role (Logistics, Events and Activities, Participant Development) and work together to form a team of leaders who will supervise, coordinate and support a group of 16 youth (16-22 years old) for 5 weeks from approximately July 3rd – August 5th. This will include NYA's Orientation and Re-Orientation programs, as well as a 5-week placement where the team will take part in training, and a number of activities.

All Project Leaders work together to:

- Lead, coordinate and supervise the team during all aspects of placement. *This position requires Leaders to live onsite with the group and take part in all activities throughout the placement.*
- Report to the NYA office, including keeping in regular contact before, during, and post placement, fulfilling all reporting requirements and notifying the Executive Director of any unexpected situations or changes to any of the project parameters.
- Assist with group preparation and participate in the participant Orientation and Re-Orientation workshops in Ottawa.
- 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.
- Work under the direction of the Executive Director, and in collaboration with other staff and volunteer and program partners.
- Supervise the completion of program requirements (program curriculum, volunteer work placement, etc.).
- Plan and support how Participants can take on increasing responsibility for team life and planning and organizing events and activities
- Liaises with the mental health worker as well as other resources as necessary to support Participants.
- Connects Participants with necessary supports and partners.

The Participant Development Coordinator Specific Role Leads:

- Identifying opportunities for Participant learning and development.
- Working closely with the Participant Achievement Coach to support positive behavior, participant success, and facilitate growth and leadership development.
- Maintaining Participant development plans and meets frequently with Participants to assess progress, identify ways they can support their growth, etc.

The Events & Activities Coordinator Specific Role Leads:

- Identifying, creating, and facilitating opportunities for Participants to take part in community life, sports and recreation, cross-cultural learning, and more.
- Working with the Participant Achievement Coach to find and schedule opportunities for Participants Personal Learning Projects and other learning objectives.
- Coordinating the budget in regard to events and activities.
- Leading the coordination of the end of placement trip.
- Ensuring daily and weekly access to a robust assortment of options and activities.
- Supporting Participant growth in organizing and planning activities.

The Logistics Coordinator Specific Role Leads:

- Is the lead on all logistics and team coordination, which includes facilitating and coordinating every element of group life (cooking meals, shopping, travel, training and volunteer work). Team members are each expected to take on responsibility in each of these regards but will require support and direction.
- Manages placement budget and monies for program and Participants including submitting financial reports, collecting receipts etc.
- Leads reporting ensuring that information is collected and submitted on time.
- Coordinates team schedule including days/times off, etc.

- Communicates with and coordinates volunteers and external stakeholders.

Qualifications include:

- Experience working with youth in a supportive role, and be comfortable providing mentorship, guidance and motivation in a positive and encouraging way. Previous experience in supervising youth, assessing needs, and supporting positive behavior.
- 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.
- Experience as a coach or facilitator in a role that uses positive reinforcement to invest in the success and achievement of young people.
- Awareness of the unique needs of youth from the North, and ways to support them.
- 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 behavior guidelines, and to work with other staff, volunteers and participants to create a safe and positive atmosphere and experience.
- Able to work cooperatively and collaboratively in a small team environment, and to pitch in as necessary when help is needed by other staff, or volunteers.
- First Aid training (or the willingness to acquire).

More information:

- All travel, 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.
- Travel to and from Ottawa (at the beginning and end of placement) is not normally covered but may be requested (please state in your cover letter that you are requesting this).
- There is the potential to work in the NYA office May/June on other program related tasks (this would not include accommodations and would reflect a normal Monday-Friday work week). If this is of interest to you, please indicate this in your cover letter.