



SYNERGY

Child and Youth Worker Job Description

SYNERGY MISSION - We empower youth and community groups to build strong connections through relationships, education, leadership and programming.

SYNERGY PHILOSOPHY - SYNERGY is an apolitical and secular Not for Profit Society providing numerous community leadership and wellness education opportunities throughout Chestermere, Langdon and SE Rocky View. Our practice is heavily based on outreach, engagement and collaboration. We believe strongly in the importance of quality relationship building with and amongst the individuals and organizations with whom we work. Although we are most commonly recognized for our youth work, it is only one component of the overall community development work we do.

Position Summary:

Reporting to the Synergy Leadership Team, the Child and Youth Worker is primarily responsible for supporting Synergy staff with the logistics involved in the delivery of a variety of youth and community activities in Chestermere, Langdon and SE Rocky View area.

Key Accountabilities:

1. Work with Synergy staff to organize and facilitate activities for youth who live in Chestermere, Langdon and the surrounding South East portion of Rocky View County.
2. Represent the interests of youth and build the reputation of youth in the community as positive, contributing citizens.
3. Collaborate with local organizations on a variety of community projects.
4. Maintain program materials and supplies in a safe, organized fashion and make recommendations for expansion or replenishment.
5. Assist staff in promoting programs and events through social media, print material distribution, etc.
6. Attend and take part in staff meetings and training sessions, when applicable.
7. Maintain a clean, safe working environment both in the office and off-site locations.
8. Act as a leader and role model for the youth involved in the activities, modeling appropriate, responsible behavior at all times. Support youth mental health and wellness.
9. Model enthusiasm and responsibility while participating in a variety of safe, fun activities and special events that build leadership, citizenship, and youth voice.
10. Help to establish and enforce rules and expectations for all outings. Ensure that youth are informed and understand.
11. Be able to work flexible hours, including some weekends and evenings.
12. Responsible for using confidential information appropriately and maintaining the confidentiality and security of all information related to Synergy.
13. Demonstrates Synergy values of Relationship, Holistic Education, Inclusion, Mentorship, Collaboration & Wellness
14. Other related duties as assigned.

Note: *The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.*

Education and Experience:

- Successful completion or working toward successful completion of High School.
- Currently enrolled in or have completed a Post-Secondary program.

Required Knowledge, Skills, and Abilities:

- Basic keyboard and Microsoft Office skills (Word, Excel, PowerPoint, & Outlook).
- Experience using Canva
- Effective communication skills, oral and written form.
- Strong planning and organizational skills.
- Ability to work independently as well as in a team environment.
- Willingness to attend events throughout SE Rocky View County as required.
- Ability to engage and motivate children and youth.
- Ability to be placed in and perform in a leadership role.
- Availability for regular evening and/or weekend work.
- Evidence of a clear Intervention Check from Alberta Child and Family Services.
- Evidence of a clear Criminal Record Check with Vulnerable Sector Check.
- Possess a valid Standard First Aid CPR/AED (Level C).
- Valid Drivers Licence held for a minimum 6 months.