CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE – SUMMER & FALL/WINTER 2021/2022
Team Leader, Community Youth Programs

SUMMER CONTRACT PERIOD: May 9, 2022 to August 26, 2022*. Successful applicants must be available for Summer Student Leader Training (May 9, 2022 to May 20, 2022).

SUMMER RENUMERATION: Salary $15.30 per hour. The hours of work expected of a summer position is Monday to Friday, 10:00am-4:30pm, with a minimum of one evening shift per week for a total of 30 hours per week during the contract period.

F/W CONTRACT PERIOD: August 29, 2022 to April 7, 2023*. Successful applicants must be available for Student Leader Training (August 29, 2022 – September 2, 2022) and UTM Orientation (September 3, 2022 – September 10, 2022, exact dates TBC).

F/W RENUMERATION: Salary $16 per hour. The hours expected of a Team Leader is approximately 10-12 hours per week up to a maximum of 230 hours during the academic school year.

REPORT TO: Team Leader, Community Youth Programs reports to the University of Toronto Mississauga Centre for Student Engagement and directly to a Community Engagement Coordinator. This Coordinator will provide training, support, and assistance in the execution of their responsibilities.

*Please be aware these are all anticipated contract dates. Exact dates will be confirmed with the contract offer.

POSITION SUMMARY:

The Team Leader, Community Youth Programs is responsible for overseeing the leadership of the Community Youth Program team and the launch of the new program in the fall of 2022. This includes the development of training sessions, team meetings and one-on-one meetings, and keeping track of the day-to-day work of student staff and volunteers. Working with community stakeholders, students, staff and faculty, the TL will support and encourage people and groups to create programs and events and enhance community wellbeing and operations, and strengthen program development and implementation.

Team Leader, Community Youth Programs must be returning to studies at UTM and must be enrolled in 40% of a full course load for the entire fall/winter period of study.

Must have a minimum CGPA of 2.0.
Selection for this position includes an application and interview process.

The University of Toronto and the Centre for Student Engagement are strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

REQUIRED SKILLS:

- Knowledge of mentorship, student development and community engagement theories
- Experience facilitating/ leading mentorship programming
- Curriculum and/or workshop development experience
- Cross-cultural awareness of the University of Toronto Mississauga’s diverse communities
- Project Management experience
- Experience leading effective teams
- Strong oral and written communicator to engage various audiences
- Program evaluation and assessment

SUMMER RESPONSIBILITIES:

A. CURRICULUM SUPPORT
   - Assist with curriculum development for the launch of the Community Youth Program by reviewing community engagement theories, past participant feedback in other programs, researching community engaged learning theories and best practices and developing curriculum;
   - Outline new partnership opportunities and recruitment strategies for the launch of the program in the fall of 2022 and
   - Develop content for program participants and create resources for student staff and volunteers.

B. TRAINING DEVELOPMENT & DELIVERY
   - Create and update materials for training sessions;
   - Support planning and scheduling of training; and
   - Prepare curriculum documents for training.

C. PROGRAM SUPPORT
   - Update the CSE website and create a CCR validation with information pertaining to the community youth program;
   - Ensure learning outcomes are met and materials and logistics are appropriately coordinated;
   - Support with the scheduling of the launch of the programs with community partners; and
   - Create a promotion plan for these programs.

D. PROMOTION & EVENT COMMITMENTS
   - Support Orientation, pre-arrival activities and workshops as required
E. COMMUNICATION
   • Refer to University policies to answer questions and inform students;
   • Be respectful and professional at all times; and
   • Monitor U of T email account daily for work-related emails.

F. TEAM DEVELOPMENT
   • Attend and contribute at regular team meetings as well as at one-on-ones with supervisor; and
   • Participate in team socials and team building.

G. ADDITIONAL DUTIES
   • Additional duties as assigned by a Community Engagement Coordinator.

FALL/WINTER RESPONSIBILITIES:

H. FACILITATION
   • Facilitate workshops and programs to students and youth, following a peer-led model
   • Assist with the delivery of community engagement events and services related post-secondary education
   • Assist in conducting needs assessment of participants via pre-and-post surveys as well as collect data to evaluate the effectiveness of CSE programs through fairs, tabling, social media, etc.

I. TEAM LEADERSHIP & VOLUNTEER MANAGEMENT
   • Tracking of volunteer management and hours
   • Developing and updating volunteer support (reflections, handbooks etc.)

J. PROJECT MANAGEMENT
   • Managing multiple priorities, and check points for the Community Youth Program

K. COMMUNICATION & ADMINISTRATION
   • Communicate with your group of students and disseminate information relevant to them regarding university programs and events in a timely manner;
   • Submit weekly reports summarizing the occurrences, events, and interactions of each week;
   • Refer to University policies to answer questions and inform students;
   • Be respectful and professional at all times; and
   • Monitor U of T email account daily for work-related emails.

L. TEAM DEVELOPMENT
   • Attend and contribute at regular team meetings as well as at one-on-ones with supervisor; and
   • Participate in team socials and team building.

M. PROMOTION & EVENT COMMITMENTS
• Promote Student Engagement initiatives and programs through fairs, tabling, social media, etc.;
• Assist with CSE events including, but not limited to: Exam Jam, Fall Campus Day, March Break Open House; and
• Assist with student hiring initiatives for the Centre for Student Engagement for 2021/2022.

N. ADDITIONAL DUTIES
• Additional duties as assigned by a Student Engagement Coordinator.