



**NEW
CANADIANS
CENTRE**
PETERBOROUGH

221 Romaine Street
Peterborough, ON K9J 2C3

Tel (705) 743.0882
Fax (705) 743.6219

info@nccpeterborough.ca
www.nccpeterborough.ca

NEW CANADIANS CENTRE PETERBOROUGH

Position Description: Youth Worker

Posting Date: Monday, June 2, 2025

NOC Code: 42201 Social and Community Service Workers

Closing Date: Monday, June 23rd, 2025, at 5:00 PM

Hours: 35 hours per week
Wage: \$27.33 to \$33.11 per hour
Start date: August 11th, 2025
End date: May 31st, 2027
Location: Peterborough, Ontario
Reports to: Manager of Youth and Family Programs
Terms of Employment: Full time, Temporary position
EHB and Pension: Ineligible for extended health benefits; Defined Contribution Pension Plan after twelve months of continuous service

APPLICATION INSTRUCTIONS:

Applications must include a cover letter and resume. Applications must be mailed, emailed or hand-delivered. Application via fax will not be accepted. Applications will ONLY be accepted if received as directed.

If emailing application, please send your cover letter and resume as one file, in PDF format, attached to your email, and include your first and last name in the title of the document.

Please address your application to:

recruitment@nccpeterborough.ca
Attention: Recruitment Committee
New Canadians Centre Peterborough
221 Romaine St. Peterborough, ON K9J 2C3

Thank you for your interest. **Please note that only those selected for an interview will be contacted.**

The New Canadians Centre Peterborough (NCC) is a non-profit charitable organization dedicated to supporting immigrants and refugees in the Peterborough, Kawartha Lakes, Haliburton and Northumberland regions. We strive to empower immigrants and refugees to become full and equal members of Canadian society and to provide community leadership to ensure cultural integration in a welcoming community.

The **Youth Worker** helps newcomer youth in the process of adapting to life in Canada by supporting them both in schools and in the community. This staff member develops and carries out engaging and relevant programming for newcomer youth and families, connects youth to appropriate educational and community resources, and encourages

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youth leadership, self-advocacy and peer-advocacy. This position requires both online and in-person work with NCC clients, staff and members of the public.

Youth and Family Programming

- Oversee the New Canadians Centre's Young Leaders (NCCYL) group, including recruitment, training, meetings, projects, events and evaluation.
- Coordinate NCC Youth Volunteer Club – organizing meaningful volunteer opportunities for youth to participate in – recruiting and supervising participants.
- Assist in planning, promoting and attending all other youth group and Settlement Workers in Schools (SWIS) activities, workshops and outings during both the school year and summer months.
- Collaborate with volunteers, community partners and colleagues to promote and enhance newcomer youth and family programs.
- Plan and facilitate NCC youth activities in a manner that ensures all participants feel welcome, well supported and included.
- Gather feedback from program participants and other stakeholders and make recommendations for future program planning

Social Media/Promotion

- Manage and curate content for NCC Youth Social media accounts to attract and maintain connections with youth.
- Create videos and share appropriate content to help youth navigate online (digital literacy, employment) and stay engaged in the community.
- Communicate with newcomer youth and families and encourage involvement by promoting NCC and community events, volunteer opportunities, workshops, trips and activities – in person and online.

SWIS/NCC Team Support

- Provide translation and interpretation support for clients and colleagues as required
- Participate in SWIS team meetings and provide support to SWIS initiatives as appropriate.
- Visit KPR and PVNC high schools on a weekly lunchtime schedule to promote activities and connect with youth.
- Liaise between newcomer youth and NCC staff to increase youth participation and engagement in all NCC activities.
- Record accurate information in NCC database and provide qualitative and statistical information for reports as required.
- Make purchases for youth activities and programs – staying within budget and submitting expenses according to agency guidelines.
- Ensure client intakes are properly completed and parental consent documents are filled out and up to date.

General Responsibilities

- Support the mandate of the New Canadians Centre Peterborough
- Assist in organizing and/or participate in New Canadians Centre Peterborough events and meetings as required
- Complete required documentation such as expense reports, timesheets

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- Other duties as assigned

Qualifications:

Experience

- Post-secondary education or equivalent work experience in a field related to social services, social work, education or program development is required
- Direct experience working with youth required
- Direct experience working in a non-profit setting is an asset
- Lived experience as a newcomer to Canada or as a member of a marginalized group, as voluntarily self-identified by applicants, is viewed favourably.

Competencies

- Fluency in another language would be highly regarded.
- Clear understanding and respect of boundaries required when working with youth
- Ability to engage and motivate youth
- Ability to work independently, show initiative and follow through on work plan
- Ability to maintain confidentiality and handle important documents in a sensitive manner
- Strong organizational, problem solving and time management skills
- Detail-oriented with demonstrated ability to keep accurate records, write reports and meet deadlines
- Strong problem solving and conflict management skills
- Excellent English written and verbal communication skills applicable to a multicultural setting
- Proficient in use of computers and office equipment and Microsoft Office applications and data management
- Understanding and empathy for the struggles which immigrants, refugees and newcomers face in starting a new life in Canada
- Understanding of anti-oppressive language and concepts including power, privilege, intersectionality, and racism

Other

- Current Criminal Reference check with vulnerable sector screening
- Ability to work flexible hours, including after-school several evenings per week and occasional weekends
- Ability and willingness to travel to related seminars, conferences, training, meetings, etc.
- Valid Ontario Class G Driver's License, and access to a vehicle is required

*The NCC strives to be an equal opportunity employer.
We encourage applicants from diverse backgrounds.*

Any information obtained during the course of recruitment will be used for employment recruitment purposes only, and not for any other purpose.

Accommodation will be provided in all parts of the hiring process as required under the NCC's Accessible Customer Service Policy. Applicants will need to make their needs known in advance.

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The NCC is an advocate for equity and is committed to ensuring representation in its staff team. We welcome applications from members of immigrant and refugee communities, people of colour, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

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