

Job Title: Youth Engagement Intern
Department: Community Services
Supervisor's Title: Community Services Manager

Note to the reader: This job description is intended to relay information that describes the general responsibilities, tasks, and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skill, effort, responsibility, and working conditions expected in the role.

Purpose of the Job

Under the direction of the Community Services Manager, the Intern will assist the Municipality of South Huron with development of a youth engagement strategy.

Key Deliverables

- Develop a youth engagement strategy for the Municipality of South Huron.
- To build civic engagement and leadership among youth, and to increase community capacity for future youth engagement;
- To produce a report detailing the youth engagement strategy developed by South Huron with reflections on lessons learned and promising practices.

Youth engagement activities in our community may include elements of:

- Strategic Planning
- Community Research
- Story-telling
- Representing the Municipality at youth-serving functions
- Youth engagement education and facilitation

Responsibilities

- Attend the Rural Ontario Institute's two-day orientation session in May, 2019 as well as all staff training sessions pertinent to the position.
- Participate in the Rural Ontario Institute's online intern networking platform
- Contribute to final reporting process through interim check-ins as assigned.
- Complete final report detailing the youth engagement strategies implemented by South Huron with reflections on lessons learned and promising practices.
- Be a brand ambassador for the Municipality in the community.
- Follow appropriate communication protocols when dealing with staff and public to ensure accurate information is provided.
- Keep neat, complete and accurate records of all work activities.
- Perform other duties as assigned.

Health and Safety

Responsible, as an employee, for health & safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:

- Working safely within the law and safe work practices/procedures (understanding and following standard operating procedures, wearing personal protective equipment, using MSDS information, ensuring all guards are in place).

- Immediately reporting unsafe acts, conditions, or contraventions of the OHSA to a supervisor, the JHSC, or a Health & Safety representative.
- Maintaining a clean, orderly and safe work area.

Education and Qualifications

- Currently enrolled or a recent graduate of post-secondary education.
- A proven track record of high quality work accomplishments
- Have a passion for community development and leadership
- Ability to obtain a vulnerable sector check deemed satisfactory by the municipality.
- Possession of a valid G Class Driver's License

Knowledge, Skills, and Equipment

- Have the ability to conduct research including literature reviews, surveys, interviews and focus group facilitation.
- Previous experience working with youth (15-29) is considered an asset.
- Experience in developing and delivering public presentations
- An ability to focus attention on details.
- Able to manage multiple deliverables, simultaneously and on-time.
- Have the ability to work in a team environment to ensure coordination between organization's initiatives.

Personal

Communication with internal and external individuals is regular in this position. Internally, this includes: municipal employees, managers and members of Council. Externally, this includes: the general public, consultants, members of the media, and government representatives.

Working Conditions

Work occurs in an office environment with a high degree of public contact. This position requires long periods of sitting, as well as consistent visual concentration upon computer screens. Hours of work are scheduled within the core operating hours of 8:30 A.M. - 4:30 P.M., Monday through Friday. Occasional overtime may be required to deal with peak periods. Attendance at after-hours meetings and special events will be required from time to time.