

Bootstraps- Onsite Job Trainer

Aunt Leah's Place is a non-profit organization that helps prevent children in foster care from becoming homeless and mothers in need from losing custody of their children. To support youth on their journey to self-sufficiency, we provide supported housing, job training, and coaching on essential life skills.

We have an exciting new full time opportunity for a dynamic and hands-on Onsite Job Trainer to join our team in Training & Social Enterprises. Please read on.

Job Summary: This position works as the onsite job trainer for youth in and from foster care. Onsite job training is provided at Aunt Leah's Social Enterprises which are Aunt Leah's Urban Thrift Store, Donation Centre/Warehouse and Aunt Leah's Christmas Tree Lots.

The Bootstraps Project refers to the absurdly impossible action of "pulling oneself over a fence by one's bootstraps". In today's economy, most young people get their first few jobs through connections — relatives, teachers, coaches, friends and parents of friends; yet foster children experience the transiency of a foster care system where, by age 18, they experience on average, 9 different residential placements and 7 different schools. Young people from foster care can come from familial situations of dysfunction, developmental disruption and neglect and/or abuse. Some youth from foster care are often denied these essential social connections that allow for labour force integration. The Bootstrap Project aims to fill this gap.

Reports To: Bootstraps Coordinator

Education & Qualifications:

- Minimum 1-year post-secondary education in a relevant field of study
- Experience in career development, social work, employee mentoring/ coaching and/or youth engagement is considered an valuable asset
- Experience in providing hands on training in a retail environment

Requirements:

- Criminal Record Check with Police Information Check from local RCMP
- Ability to work flexible hours, including evenings and weekends
- First Aid
- Non Violent Crisis Intervention

Key Duties and Responsibilities:

Essential Functions:

- Help youth from foster care overcome barriers to employment and provide valuable work experience
- Provide a safe and supportive experiential training at Aunt Leah's Social Enterprises that provides life skill training (communication skills, preparing emotionally for a shift, appearance, professionalism) as well as hard skill training (cash handling skills, merchandising)

- Help youth from foster care develop a broad range of skills and knowledge including the retail and warehouse industry –soft skills development, creating healthy networks and connections and participating sustainably in the labour market
- Coordinate with Aunt Leah's Social Enterprises (Aunt Leah's Urban Thrift Store, Aunt Leah's Christmas Tree Lots, and Aunt Leah's Donation Centre Warehouse) to develop a Youth Training Program to enhance employability skills.
- Provide essential skills development and work experience opportunities
 - Help incorporate appropriate and targeted essential skills development through the core modes of Reading, Writing, Document Use, Numeracy, Computer Use, Thinking, Oral Communication, Working with Others, and Continuous Learning
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- Ensure that Essential Skills programming and curriculum is appropriate and trauma informed for both at-risk youth and Indigenous youth

Youth from foster care come from a place where, in general, class-based learning interventions have been a failure. This socially innovative learning environment gives opportunities for tactile and 'doing' learning to set up these young people for future success and successful bridging to labour markets and/or future schooling. Therefore; implement innovative approaches for this proposed project through:

- Providing multiple opportunities for different individual learning styles to develop essential employment skills
- Offering a portion of their learning in a non-class based venue

Knowledge, Skills & Abilities (KSA):

- Ability to act, engage and support youth through a trauma informed lens, or be willing to learn.
- Ability to embrace a strengths based approach
- Ability to work collaboratively with the Bootstraps Team in order to incorporate employment and lifeskills development for youth from foster care
- Ability to identify barriers to employment and appropriately address them
- Ability to work closely with youth to facilitate sustainable employment, training and/or education
- Ability to set youth candidates up for success by providing transportation supports, work appropriate clothing and other employment supports as applicable
- Ability to work in partnership with Aunt Leah's Social Enterprises to give 'hands on' teaching in: Health & Safety, Respecting Diversity, Customer Service, Sales Techniques, Computer Office Software Applications, Time Management, Communication Skills, Leadership, Teamwork, Networking, Advertising, Promotion, Store and Window Displays, Merchandising, Opening and Closing Procedures, Stocking, Warehousing, Pricing, Inventory, and Cash Handling (Register, Debit/Credit Card Processing), Loss Prevention, Budgeting and Financial Literacy
- Ability to work collaboratively with the Bootstraps Coordinator and other Aunt Leah's staff to incorporate and facilitate youth to access employment opportunities and training opportunities.
- Ability to refer to applicable Aunt Leah's wrap-around supports ensuring participant youth are given the stability of housing, food security and social/emotional outreach.
- Excellent customer service and retail skills
- Excellent communication skills

- Proficiency with Microsoft office suite

Working Conditions:

- This position requires working in Aunt Leah's Social Enterprises (Aunt Leah's Urban Thrift and Aunt Leah's Christmas Tree Lots).
- This position requires working alongside participants to provide excellent customer service to the customers at Aunt Leah's Social Enterprises (Tree Lots, Thrift Store and Donations centre/warehouse)
- Weekend and some evening shifts

We offer: A comprehensive benefit package after 6 months of continuous employment that includes: dental, extended health care including vision care and prescription, RRSP after 1 year, personal time package, and employee discount at our Thrift Store.

Salary: Commensurate with qualifications.

How to apply:

If you meet the qualifications listed, and wish to work in a collaborative and supportive environment that offers ongoing professional development opportunities, please email your resume with a cover letter and salary expectation to: hr@auntleahs.org. You may also apply on our website at www.auntleahs.org

Short listed candidates will be contacted for interview. We thank all interested applicants in advance.