

**IRCOM After School Program  
URBAN AND HOMETOWN GREEN TEAM WORKER  
8 Week Temporary Position – Full-time (37.5 hours/week)  
2 POSITION's AVAILABLE**

**POSITION PURPOSE AND SUMMARY:** Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba (IRCOM), Inc., the Urban/Hometown Green Team Worker empowers newcomer children and youth in their integration into the wider society by encouraging and supporting their participation in recreational, outreach, educational and integration activities of the IRCOM's After School Program (ASP).

Urban/Hometown Green Team Worker supports the program priorities of children/youth recreation and volunteer projects and of working with visible minority youth and youths with a disability by:

- Planning and delivering programs
- Supporting and mentoring participants
- Supporting the IRCOM staff teams, and
- Record keeping

With guidance, support and supervision from the ASP Manager and ASP Assistant Manager, the Urban/Hometown Green Team Workers will undertake the following:

**DUTIES AND RESPONSIBILITIES:**

**Program Planning and Delivery (65%)**

- Assist the Program Support Workers in planning, designing and implementing activities geared to engage children and youth in recreational, educational, literacy, and integration programs
- Support the lead program staff member in designing, planning and implementing educational and recreational programs geared towards engaging parents and their children in the family program once a week
- Assist Program Support Workers with planning field trips and special events
- Provide feedback and suggestions to Program Leads on program improvements
- Supervise unstructured play time, as well as sports and recreation activities

**Participant Support and Mentoring (20%)**

- Follow the guidelines and strategies to teach respect and develop non-violent behavior and provides suggestions for improvement
- Implement and enforce rules and behaviour expectations
- Address conflict situations calmly including mediation of disagreements between children and youth
- Develop relationships with newcomer children and youth and their families and be a positive role model
- Tailor additional supports for children and youth, in collaboration with their families and the Program Manager or designate, when needed

**Team and Interdepartmental Support (10%)**

- Work in cooperation with other programs at IRCOM, including the Volunteer and Community Services Program, Community Resource Program, Housing and the Newcomer Literacy Initiative
- Participate in meetings and events as directed by Manager
- Comply with all workplace health and safety regulations
- Follow all applicable IRCOM policies and procedures
- Interpretation and / or translation if applicable / as needed
- Perform other duties as assigned by Manager or designate

**Record Keeping (5%)**

- Maintain accurate daily participation records
- Assist with data entry as assigned

## REQUIRED QUALIFICATIONS

- Lived experience or strong knowledge of IRCOM's After School Programs
- Demonstrated ability to build and maintain meaningful, supportive relationships with children and youth
- Understanding of newcomer children and youth realities and experiences
- Strong organizational skills and the ability to prioritize work
- Excellent written and oral English communication skills
- Must be open-minded, resourceful, highly motivated, creative and able to work independently and as part of team
- Demonstrated commitment to supporting and empowering the newcomer community
- Current satisfactory Criminal Records Check (including Vulnerable Sector search) and a clear Child Abuse Registry Check upon hire
- Proof of full COVID-19 immunization (including boosters) upon hire
- For more information about employment at IRCOM and key qualifications and qualities we seek in all candidates, please see: <http://www.ircom.ca/about-us/work-here/>

## DESIRED QUALIFICATIONS:

- Prior children and youth programming experience
- Knowledge of additional languages is an asset
- Certification in First Aid, CPR and Non-Violent Crisis Intervention is an asset
- Valid Drivers License and clean driving record

This position is funded through the Urban and Home Town Green Team Grant Program. To be eligible to the position, applicants must be between 15 and 29 years of age, resident in Manitoba and legally entitled to work in Canada, have a valid Social Insurance Number. Youth aged 15 years must have a certificate of completion for the Young Worker Readiness Certificate course.

**Hours of work:** This a full-time (37.5 hours/week) temporary position for 8 weeks. Hours of work are flexible but will be primarily between 12:00-8:00 pm Monday to Friday. Some mornings, evenings, and weekends may be required.

**Temporary Dates:** July 1<sup>st</sup> – August 29<sup>th</sup> 2025

**Wage:** \$16.35/hour

This is a scheduled position with wage in accordance with the Collective Agreement between the Immigrant and Refugee Community Organization of Manitoba Inc. and the United Food and Commercial Workers Local 832.

**APPLICATION INFORMATION AND PROCESS:** All applicants must be legally entitled to work in Canada.

IRCOM seeks to reflect the communities it serves. We are committed to providing an inclusive, accessible, respectful workplace that strives for employment equity. Interested applicants can identify themselves as belonging to any under-represented groups including women, Indigenous peoples, racialized peoples, and/or persons with a disability.

To apply please send a cover letter and résumé to the following, and please indicate clearly how you meet the qualifications.

**Review of applications will begin on Friday May 23, 2025  
and continue until the position has been filled.**

HR - Selection Committee: [esperences@ircom.ca](mailto:esperences@ircom.ca)

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If you require accommodation at any stage of the hiring process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs ([esperences@ircom.ca](mailto:esperences@ircom.ca)).