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FOR YOUTH INITIATIVE External Job Posting

POSITION TITLE: Youth Justice Manager
REPORTS TO: Executive Director
DETAILS: One Year Contract-Full time
SALARY: \$50,000- \$55,000
CLOSING: May 6th, 2015

Organization & Program Description

For Youth initiative strives to build healthy communities by supporting racialized and other youth ages 13-24 living in low-income neighborhoods to access opportunities that will allow them to flourish and thrive in the city of Toronto. We provide programs and services that develop the assets necessary to reduce violence among youth and increase youth leadership in the community. FYI embeds leadership opportunities in all we do, ensuring that youth have opportunities to grow, learn, and build safer communities.

The newly conceived Youth Justice stream involves the intense reintegration supports for youth within the criminal justice system. The model aims to reduce violence, with a focus on youth involved in gun offences. Our research indicates that youth involved in gun violence benefit from four key engagement elements; economic opportunities, educational attainment, family well-being and the reduction of social isolation (sound mental health). This program will strive to provide those four key outcomes for each participant.

Position Summary

This position oversees a critical phase of the Youth Justice stream and will be responsible for developing and implementing programs and services, building partnerships, creating a robust wraparound network and overseeing the frontline operations of the programs. The position is responsible for the day-to-day supervision of the Youth Justice Staff team, program reporting and evaluation and funding and grants proposals.

The manager will also oversee the completion of the Creating equitable spaces program which is funded by Status of Women Canada.



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Main tasks & responsibilities:

Work Performed:

Program Development, Implementation, Evaluation, Reporting and Partnership Development, (45%)

- Plan, execute and provide evaluation for the Justice and Status of Women projects, which also includes the weekly female specific programming.
- Develop and design weekly FYI programs in collaboration with the Youth Settlement and Leadership Manager
- Supports in the revision and implementation of FYI's professional practice manual
- Leads program staff in implementing program activities and events
- Ensures staff are engaging in necessary evaluation measurements, participant statistics, and records for monthly reporting purposes and year end evaluation
- Coordinates with appropriate stakeholder regularly to ensure proper evaluation of programs and services and in the creation of the final year-end evaluation
- Reviews program outputs and outcomes and develops strategies for improving program quality
- Monitors staff outreach strategies to ensure outreach is innovative, effective and reaches the most hard to reach youth
- Develops and Maintains a strong network and partnership table, especially to support the wrap around table and core programs
- Provides reports to the Executive Director

Staff Supervision (35%)

- Monitors and evaluates staff & volunteers' work performance
- Follows up with staff and/or youth participants regarding events and programs provided
- Support program staff by assisting in programming when required
- Ensures programs and services are staffed with adequate volunteers and utilizes volunteer coordinators support to recruit, screen, train and place appropriate volunteers

Administrative Duties (15%)

- Records staff schedule of work week and other necessary documentation
- Creates necessary administrative processes as needed



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- Ensures the daily administrative duties that are required of staff including scheduling and meeting deadlines for various reports
- Other administrative duties as required

Grant Writing/Fundraising (5%)

- Develop proposal ideas with the support of staff and youth accessing the space
- Completed and submit professional proposals

Required Qualifications:

Must Have Skills & Qualifications:

Education:

The minimum level of education preferred is a community college diploma in human services and social studies related education (social work, social services work, community work, International development, etc)

Experience:

Minimum of two year experience in managing/coordinating a community based youth program, proven experience/ability to work well with culturally diverse clients & staff and direct experience with staff supervision, program development, outcomes based programming, implementation and evaluation. Must also have experience working within an anti-oppressive and anti-racist framework and proven commitment to social justice issues.

Other Requirements:

A successful clearance of criminal record verification will be required when necessary for the position.



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How to Apply

Please send your cover letter, resume, and three references in **one document** using an **MS Word format** by mail or e-mail to:

ATTENTION: JUSTICE MANAGER HIRING COMMITTEE

For Youth Initiative
1652 Keele Street
Toronto, Ontario M6M 3W3
Email: hr@foryouth.ca

Closing date for applications is Wednesday May 6th, 2015 at 5:00pm.

For Youth Initiative is committed to employment equity initiatives. We encourage residents of York- South Weston and surrounding communities and members of youth, ethno-racial, aboriginal, immigrant, francophone, refugee, LGBT and disabled community groups to apply and self-identify.

NO PHONE CALLS PLEASE