

## Youth Employment Coach

**Location:** YMCA Youth Intervention Services, Hamilton/Flamborough

**Position Type:** Full- Time Salaried: 12-month Contract; 35 hours per week with benefits and complimentary YMCA membership

**Salary Grade** – Grade 3

**Salary Range:** \$50,000 annually, commensurate with experience

**Anticipated Start Date:** September 15, 2025

### Position Overview:

We believe that it is through the power of our amazing people that the #YSavesLives. By joining the YMCA Hamilton|Burlington|Brantford Employment Services team, you will contribute to making our Y the best place to work.

We are seeking a passionate and results-driven Youth Employment Coach to support youth 15- 29 in achieving their employment goals. The Youth Employment Coach will work closely with individuals to assess their needs, facilitate pre-employment skill development workshops and individual development of tailored Employment Action Plans and provide positive workplace experience placements. This role involves active case management, pre-employment skills development workshops, job placement support, and ongoing coaching to ensure sustained employment success. The ideal candidate will deliver in person Employment & Training guidance to job seekers that are experiencing barriers connecting to the labour market.

This is an excellent opportunity for an individual with a high level of interest in working with the YMCA HBB as a charitable organization.

### What You'll Do:

- Provide in-person services in all areas of delivery
- Assess youths' employment and educational needs through various assessment tools and develop an Employment Action Plan based on client needs assessment, and suitable employment training requirements
- Assist youth (15 – 29yrs old) overcome barriers to employment, with a focus on rural youth in the Flamborough/Waterdown area, and newcomer youth in Hamilton
- Implement strong youthwork approach informed by program and participants' objectives to achieve participants employment goals
- Development and facilitation of pre-employment workshop sessions over an 8 week period x4 times a year; topics will include but not be limited to: Resume Writing & Interview Skills, Employer Expectations, Job Maintenance Skills - coping with anxiety and stress, Employment Standards & Workplace Safety, Social Etiquette, Responsible Self, etc
- Effectively case manage participant files to YMCA documentation standards; comply with data entry expectations – YMCA and Ministry funders
- Provide one-one support and follow up with participants for interview preparation, job search, placement, 3, 6 & 12 month follow up and ongoing support and/or referrals to community service providers
- Provide intensive support to both employers and participants during pre-employment training and job placements
- Continuous recruitment of employers to participate in programming, mentorship and employment experience placements
- Monitor placements through site visits: regular telephone, in-person or electronic contact with employers and participants to monitor participants' job performance and training plan; provide post-employment support and services as needed

- Conduct in-person safety site visits with potential employers for work placements; ensure work placements meet health and safety standards
- Negotiate paid work placement agreements with employers based upon the participant needs
- Communicate regularly with participants' and employers throughout the program, placement phase and post-placement phase
- Develop and maintain network of prospective employer to participate in future cohorts; promotion of YESS Program, attend Hamilton and area job fairs, consistent employer outreach and cold calling
- Must meet monthly statistical requirements and financial information, job development activities and follow up reports are data entered in timely and accurate manner and the privacy and confidentiality of client/employer records are maintained
- Selected candidate will take initiative, possess strong problem solving and critical thinking skills to work with limited supervision
- Completes other general administrative duties

#### **What You'll bring:**


- Two (02) years of post-secondary education in Career & Employment Counselling, Human Resources, Social Service Worker or related program
- Two (02) years of relevant work experience with clients, including youth, who are experiencing barriers and demonstrated successful employment placement initiatives/Employer recruitment
- Demonstrated experience with recruitment and job development skills with a proven track record to achieve service, employment targets and outcomes, take initiative and build relationships by being self-directed and results oriented
- Work collaboratively with partnerships, corporations and associations to represent YMCA and/or the network in a professional manner while achieving agreed upon results
- Able to understand employment barriers and client assets with ability to communicate to youth, newcomers, persons with disabilities, adults and other clients from various cultures, social and economic backgrounds
- Advanced skills utilizing all Microsoft Office Applications including Word, Outlook, Power Point and Excel, Zoom and other online communication platforms
- Well organized, team player who can take initiative, manage change/transitions with the ability to prioritize and multi-task and meet deadlines and targets.
- Excellent English communication skills, written and verbal.
- Certification in Crisis Intervention, First Aid, Occupational Health and Safety and workplace accommodation as an asset with knowledge of community supports.
- Driver's License and own transportation required.

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton|Burlington|Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire. Police Records Checks are reviewed on an individual basis, and the offence(s), if any, is considered in the decision-making process in relation to the requirement of working with children; therefore, not eliminating all candidates with a record from being offered a position.

#### **Ready to Make a Difference?**

The YMCA is a charity that ignites the potential in people. #YSavesLives starts with building a strong community. If you're passionate about creating a vibrant and healthy community where everyone thrives, we want to hear from you!

**Interested in applying?** Please submit your resume to: Kim Horan, General Manager via email [kim.horan@ymcahbb.ca](mailto:kim.horan@ymcahbb.ca) by **September 5, 2025**



The YMCA of Hamilton|Burlington|Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity. We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply. If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department [plc@ymcahbb.ca](mailto:plc@ymcahbb.ca)