



CANADA WORLD YOUTH IS SEEKING NEW PROJECT SUPERVISORS (2012-2013)

Each year, Canada World Youth (CWY) hires project supervisors to manage its youth exchanges in the field.

About CWY

Canada World Youth offers international volunteer and educational youth exchanges to young people aged 17 to 29. Since 1971, the year CWY was founded, more than 31,000 people from Canada and around the world have participated in our programs in 67 countries.

Each year, approximately 1,000 young volunteers participate in CWY programs in Canada and in different countries of Africa, Asia, the Caribbean, Eastern Europe and Latin America.

Youth Leaders in Action (YLA) Program

In the YLA program, groups of 18 young volunteers from different cultures leave their homes to live in a host family and do volunteer work for a total of six months together—three months in a Canadian community and three months in a community in one of our partner countries. Each volunteer is matched with a counterpart from the partner country throughout the entire youth exchange.

Young volunteers have an opportunity to participate in a meaningful international volunteer experience, learn about other cultures, acquire useful skills for the future, gain a better understanding of global issues, and contribute to the strengthening of health or environmental projects in their host communities.

Your role

As a representative of CWY, you will work in close collaboration with CWY staff, international and local partner organizations and with the project supervisor from the partner country in order to implement all aspects of CWY's volunteer and educational exchange for a group of nine young adults from Canada and nine young adults from the partner country.

Main responsibilities

- Contribute to the smooth running of the youth exchange.
- Develop, implement and evaluate non-formal educational programming with an emphasis on development education and the sectors of health, environment and gender.
- Facilitate the youth volunteers' learning in an inclusive, non-formal educational context.
- Facilitate the involvement of youth volunteers in community-based health and environmental projects in Canada and overseas.
- Maximize interactions among community members, including local youth and youth volunteers on the exchange in order to encourage mutual learning and engagement.
- Ensure the health and safety of youth volunteers and their respect of standards of behaviour.
- Develop and maintain respectful and positive relationships with partner organizations, host communities in Canada and overseas.
- Manage the exchange budget and the emergency fund.
- Act as Canada World Youth lead youth exchange representative (may include special mandates).
- Prepare and implement administrative and logistical elements for the smooth running of the youth exchange.
- Write reports asked by CWY and partners.

Duration of the contract

The project supervisor's contract usually begins in the Spring and is valid for a period **between 8 and 9 months**, depending on the program.

Skills, knowledge and attitudes required

- Ability to support, manage and work with diverse groups of youth and young adults
- Ability to work in intercultural contexts.
- Ability and/or commitment to bring an analysis of power and privilege to youth exchanges, international partnerships and community development projects.
- Ease in establishing respectful and positive interpersonal relationships.
- Ability to assess risk, manage crisis and handle stress.
- Knowledge of issues impacting community and international development.

- Experience in facilitation, training and group dynamics.
- Ability to work autonomously.
- Capacity to manage and report on the youth exchange budget

Other requirements

- The applicant must be a Canadian citizen or landed immigrant and must be eligible to work in Canada.
- Knowledge of the exchange country; work experience in developing countries is an asset.
- Linguistic knowledge; a working knowledge of both English and French is an asset, as is the knowledge of the exchange country's language. CWY's professional development policy provides project supervisors with the opportunity to seek training in order to improve their language and/or professional skills.
- Willingness to live away from home: The applicant will be absent from his or her usual place of residence for the duration of the contract.
- Driver's license: The nature of the work requires extensive travelling. It is essential to hold a valid Canadian driver's license (without any restrictions) and to have a good driving record.
- All applicants who are considered for positions as project supervisors must undergo complete medical examination. A medical practitioner, designated by CWY, must declare all candidates as being fit to carry out the youth exchange before they are considered for hiring.

Working conditions

- The entry annual salary for a project supervisor ranges from \$35,845 to \$40,848. The salary is determined by the length of the contract and the seniority of the employee.
- Expenses: Domestic and international transportation costs, as well as food and lodging expenses in the overseas country, are covered by CWY.
- Work schedule and holidays: The nature of the work requires a flexible work schedule. Each project supervisor determines, in link with his or her counterpart, the most appropriate times for taking days off with the approval of his or her supervisor. Project supervisors are expected to take a minimum of one day per week and one weekend per month, and are entitled to a specific number of vacation days, which are determined by the duration of the contract and are to be taken at the end of the contract.
- Other employee benefits: Comprehensive fringe benefits are also offered to project supervisors.

Recruitment and selection process

- To submit your candidacy, you must send your résumé and a cover letter which describes your interest and your motivation to be hired as project supervisor (see address below). We primarily recruit project supervisors for exchanges taking place in their own regions, if you are willing to work elsewhere in Canada, please mention this on your application.
- Please choose **ONLY ONE** way to send your application (email or post). Email applications should be in MS Word Format or PDF.
- If you are being considered for the position, you must participate in an evaluation session and/or interview during which your skills and attitudes will be examined according to established criteria.

Applicants will be reviewed on a rolling basis; we therefore encourage you to apply as early as possible. Deadline to receive applications: March 28th, 2012 (4:30 p.m. EST)

Canada World Youth
 Project Supervisor Recruitment
 2330 Notre-Dame St. West, 3rd floor
 Montreal, Quebec H3J 1N4
psrecruitment@cwj-jcm.org

- For more information, visit our Web site at www.canadaworldyouth.org.

Canada World Youth is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible and ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.

We would like to thank you in advance for your interest in Canada World Youth.
 Please note that only candidates invited to an interview will be contacted.