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EMPLOYMENT OPPORTUNITY

Municipal Youth Internship

Northern Wellington County (The Township of Wellington North, Town of Minto and the Township of Mapleton) is recruiting for a Municipal Youth Intern to join our team. This is a 4 month (between May 1 – August 31, 2019) internship being offered in partnership with the Rural Ontario Institute (ROI). You will connect with local service providers and underrepresented youth (ages 15-29 years) in order to identify best practices for engaging with and finding ways to support this population while helping to break down stereotypes. You have strong computer and communication skills with a flair for developing and delivering presentations/reports. You love research, information gathering and have a knack developing a rapport with youth. You must have access to your own vehicle and possess a valid driver's license.

Interested applicants should visit our Careers section to review the entire job description at: www.wellington-north.com. Current pay range for this position is \$18.00 per hour on a 35 hour work week. Please submit your resume and cover letter in confidence by 4:00 PM **March 29, 2019** via e-mail to the Human Resources Manager at: criggi@wellington-north.com.

We thank all applicants for their interest. Only those applicants selected for further consideration will be contacted. Wellington North is an equal opportunity employer. Accommodation for disabilities will be provided, upon request, to support participation in all aspects of the recruitment process. Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

MUNICIPAL INTERNSHIP: YOUTH ENGAGEMENT STRATEGIES

Project Origins

Youth engagement is a staple in our communities. In 2016, Doug Griffiths presented at the Joint Economic Development meeting on his book “13 Ways to Kill Your Community.” One of the 13 reasons he highlights is when we do not engage our youth. This struck a chord in our communities. We do not want youth to feel that they do not have a place in our community nor that they have nothing to contribute. So, we have worked diligently to ensure that neither sentiment rings true for our local youth.

Over the past few years, our municipalities have made great strides in finding creative ways to engage and connect with youth. Youth engagement now plays a pivotal role in all that we do at the municipal level. Youth represent an extremely important population in our communities, and the experience of youth is an important consideration for any municipality pursuing community development or wellbeing projects. The strength and vitality of all rural communities is contingent on our young leaders: they are entrepreneurs, employees, neighbors, volunteers and patrons of our local businesses.

Engaging youth can make a difference in our community today and in the future. The opinions and experiences of youth have the capacity to inspire and inform the evolution of a variety of community programs, services, bylaws, infrastructure etc. Further, research has shown that youth who are engaged in community life, in meaningful ways before they leave home, are more likely to return. As rural communities continue to face challenges with labor availability, volunteer capacity and community vitality, youth retention and re-attraction are important considerations. People are more likely to return if they feel like they’ve left something behind.

Note: “youth”, for the purposes of this project, are understood by the provincial definition: all people 15-29 years of age. The focus of “youth engagement” activities will be directed at youth according to this definition.

Description: This is a 4-month internship with Northern Wellington County, (Town of Minto, Township of Mapleton and Township of Wellington North) being offered in partnership with the Rural Ontario Institute (ROI). As part of the ROI project this position will be one of ten municipal interns spread across the province. The general objectives are:

- To support the development and/or implementation of youth engagement strategies in Northern Wellington County
- To build civic engagement and leadership among youth, and to increase community capacity for future youth engagement;
- To produce a report detailing the youth engagement strategies implemented by Northern Wellington County with reflections on lessons learned and promising practices.
- To provide the intern candidate with exposure to operations and decision-making processes in Northern Wellington County.

Youth engagement activities in our community may include elements of:

- Strategic Planning
- Community Research
- Political engagement
- Story-telling

- Youth-serving functions
- Youth engagement education

Duration: The internship will take place for a 16-week period between May 1st and August 31st, 2019.

Remuneration: The position will be paid at \$18.00 per hour on a 35 hour per week basis.

Job Responsibilities:

- Attend the Rural Ontario Institute's two-day orientation session in May 2019 as well as all staff training sessions pertinent to the position.
- Participate in the Rural Ontario Institute's online intern networking platform
- Complete tasks as outlined in the Northern Wellington workplan. This workplan involves:
 - Connect with local service providers who work with underrepresented youth and identify best practices for engaging with this population.
 - Connect and engage directly with underrepresented youth in our community to determine better ways to support this group and help to break down stereotypes.
 - Working with community partners to develop a Youth Strategy for Northern Wellington
- Contribute to final reporting process through interim check-ins as assigned.
 - Complete final report detailing the youth engagement strategies implemented by Northern Wellington with reflections on lessons learned and promising practices.
- Be conscious of their role in the representation of Northern Wellington in the public forum.
- Follow appropriate channels of communication in dealing with staff and public.
- Keep neat, complete and accurate records of all work activities.
- Perform other duties as assigned.

Qualifications/Skills:

- Ability to conduct research including literature reviews, surveys, interviews and focus group facilitation
- Previous experience working with youth (15-29) is considered an asset
- Have experience in developing and delivering presentations
- Have comprehensive computer expertise in Microsoft Word, Excel and PowerPoint in order to prepare presentations, populate spreadsheets and databases and prepare well written reports.
- Have an ability to focus attention on details.
- Able to manage multiple deliverables, simultaneously and on-time
- Have the ability to work in a team environment to ensure coordination between organization's initiatives.
- Must have your own car and valid driver's license