



Youth Opportunities Unlimited
Youth Mentor and Driver for Recycling and Waste Management Facility
35 hrs/week Contract ending December 23, 2010

Youth Opportunities Unlimited is seeking qualified candidates for the position of Youth Mentor and Driver. Reporting to the Recycling & Waste Management Facility Supervisor, the Youth Mentor and Driver is responsible for mentoring youth in the Enterprise Services program, providing recycling service to all of YOU's contracts, supporting youth in providing positive interactions with customers and discussing any issues regarding usage of vehicle or participant involvement with the Supervisor. Qualified candidates possess a proven ability to teach and mentor youth as well as supervise the Recycling and Waste Management facility when the Supervisor is not available, exceptional communication and leadership skills, work well in a fast paced and dynamic environment and hold values that match our corporate values of being client centered, quality driven, fun, community focused and operating with integrity.

JOB DESCRIPTION:

- provide skills training for the youth participants in the Enterprise Services program. Training youth participants on safe use of equipment, processes and procedures, customer relationship management and job maintenance skills
- mentor youth to ensure positive and friendly customer service at all times
- follow and instruct youth on processes and procedures for safe use of recycling facility equipment
- discuss youth participant progress, skills and development with Supervisor daily
- sorting and processing of recyclables at the facility with the youth participants
- lifting, setting up and removal of equipment for special events
- work with Supervisor to set schedules for pick-ups, deliveries, commodity runs and vehicle maintenance
- driving a 16 foot cube van to conduct pick-ups and deliveries with a youth participant
- keep an up to date drivers log book that is reviewed monthly by the Supervisor
- dress and act professionally while representing Youth Opportunities Unlimited

QUALIFICATIONS:

- proven ability to teach and mentor youth
- excellent communication, interpersonal and organizational skills
- proven ability to meet deadlines and work under pressure
- a secondary school Diploma or equivalent
- a safe and accident free driving record with a clean driver's abstract
- completion of a Driver Safety Course and Forklift Certification
- a valid "G" licence
- some knowledge of London & surrounding areas is needed
- must be flexible to alter daily schedules with little notice to complete all scheduled pick-ups
- hours may vary on a weekly basis with some early mornings and weekend work required

Applications must be received no later than: **4:00 p.m. on Thursday March 18, 2010**

Please submit a resume and a cover letter to: Melissa Abercromby, Director, Operations & Project Management
melissaa@you.on.ca
Youth Opportunities Unlimited 141 Dundas Street London, Ontario N6A 1G3

We thank all applicants; however only those selected for an interview will be contacted.

Youth Opportunities Unlimited is an equal opportunity employer that values the richness of a diverse environment.

Since 1982, Youth Opportunities Unlimited has provided transition, career development, and enterprise services to local youth.
We provide a caring and active place where all youth are engaged in learning and creating opportunities to build their future.