

Youth Employment Services Manitoba (YES Manitoba) is seeking a Bilingual (French-English) Drop-In Volunteer! This position will help deliver our bi-weekly *Drop-In Job Searching* programming, providing guidance and support to participants as they explore employment and educational opportunities.

Position: Drop-In Volunteer

Hours: Bi-weekly Thursdays, 12:30pm – 3:30pm

Location: Youth Employment Services Manitoba, 614 – 294 Portage Ave, Winnipeg, MB

About Us:

Located in the heart of downtown Winnipeg, **YES Manitoba has been providing free employment services to young Manitobans, aged 16-29, for over 50 years.** We provide a safe and supportive environment where youth facing barriers to employment can learn new skills, develop confidence in themselves, and feel supported during their transition to employment. We develop relevant and responsive programming to meet the needs of Manitoba's youth, community organizations, and industry partners.

Duties and Responsibilities:

The Drop-In Volunteer will support operations at YES Manitoba's bi-weekly Drop-In Job Searching sessions in our Resource Area (computer lab). Regular duties may include:

- Welcoming participants into the Resource Area and assisting them to use public computers, sign up for services, or access other resources such as free interview clothing.
- Providing guidance to participants as they look for work, including helping to update their resume/cover letter, assisting participants to complete job applications, and offering general job searching advice.
- Researching job opportunities, hiring fairs, or training opportunities that can be shared with our participants directly or via social media.
- Updating resources and information that can be shared with participants.
- Working in our Resource Area to welcome participants into our space, such as by helping participants sign in for their appointments, assisting participants to use our public computers or access our free interview clothing, and creating a warm and friendly environment.
- Other duties as assigned.

Volunteering at YES Manitoba – Benefits and Training:

Volunteering at YES Manitoba is an exciting and rewarding experience for a student who is interested in a career or further study in education, social work, youth work, community development, human rights, or other social services fields. We welcome students of all levels of experience with an interest in working with young people. A reference letter will be provided to volunteers. Volunteers will receive training in key career development topics, such as resume development and labour market trends.

Additional Notes:

This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), and Child & Adult Abuse Registry as conditions of becoming a volunteer at YES Manitoba. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment. Only original copies of the CRC, CARC, and AARC will be considered acceptable for the purposes of this policy. Fees for the Criminal Record Check and Child and Adult Abuse Registry Checks are the responsibility of the successful applicant.

We are committed to a workforce that reflects the diversity of those we serve. We encourage applications from all qualified individuals including applications from all cultures, racialized communities, abilities, diverse sexual and gender identities and

others who may contribute to the further diversification of ideas. If you identify as First Nations, Métis, Indigenous, racialized, a member of the LGBTQIA2S+ community, a person with a disability, a person with lived experience in the child welfare system, and/or a member of a marginalized community, you are encouraged to indicate this when applying. We are committed to accommodating applicants with disabilities throughout the recruitment process and will offer reasonable accommodation to individuals participating in the selection process upon request.

YES Manitoba provides free, inclusive employment services for youth ages 16 to 29. Our purpose is to help youth realize their potential to become self-sufficient and strive to create a warm and welcoming environment for participants, community members, and staff. We meet people where they are and for who they are.

The offices of Youth Employment Services Manitoba (YES Manitoba) occupy the stolen ancestral territories of the Anishinaabeg, Ininiwak, Ithiniwak, Denesuline, Anishininiwak, Dakota Oyate and Nakota Peoples and on the National Homeland of the Red River Métis. The land falls under Treaty 1, which was signed in 1871 and facilitated the theft of this land from several local Anishinaabe First Nations. We respectfully acknowledge that we live, work, and learn on these lands. However, a land acknowledgement is only a small step in the right direction when moving towards learning the truth and committing to reconciliation. YES Manitoba is dedicated to expanding our knowledge related to the ongoing colonization taking place in Canada, and continuing to learn its impact on our participants and community.

How to Apply:

Please email your resume to hire@yesmb.ca, including “Drop-In Volunteer” in the subject line. Please include a brief summary of why you are interested in volunteering with us.

We thank all who apply but only those selected for an interview will be contacted.