



BGC East Scarborough
(Boys and Girls Club of East Scarborough)



MAAT Youth Innovation & Cultural Centre

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www.esbgc.ca

Job title	Youth Program Developer and Facilitator
Reports to	Senior Manager, Youth Program & Community Services

Job purpose

The purpose of this position is to organize, develop, and provide engaging programming for youth in our community. Youth staff work with young people ages 13-21, encouraging, providing support and assisting them to achieve their potential. The primary focus is on personal, social, cultural and educational development of young people in East Scarborough.

As youth staff, you aim to provide a safe and inclusive space where young people can be positive and productive members of our community.

Duties and responsibilities

Youth Engagement (40%)

- Outreach to schools/community.
- Interact with a diverse community of youth in both group and individual settings.
- Provide opportunities for youth to be challenged physically, cognitively and emotionally in a safe, positive supportive environment that will foster a sense of direction, purpose and community.
- Build healthy relationships with youth.
- Develop, maintain and expand effective professional collaborative relationships with schools, colleges, universities and other community organizations for specific program needs.
- Identify community resources and make the appropriate referral to external resources.
- Build a relationship with families/guardians.
- Advocate for youth & families.
- Group/One to one mentoring.
- Conduct individual assessments and provide feedback to both youth and parents/guardians where required.

Program Development and Facilitation (45%)

- Liaise with Department Manager, Program Staff, Supervisors/ Coordinators to develop, plan and implement youth programs as it relates to the Agency's and the Youth Department's strategic plan.
- Research, identify and share local resources and best practices to enrich program content and delivery.
- Identify and report trends and priorities needed for youth in the community.

JOB DESCRIPTION: Youth Program Developer and Facilitator

- Develop, plan and facilitate the delivery of various age-appropriate workshop/ small group forums/activities that provide academic support, pre-employment training, post-secondary exploration, health and wellness, and positive personal development; as well as engage and support participants and their families.
- Assist with the design and facilitation of a holistic mental health program through the social determinants of health lens for socialization, recreation, housing, employment, education, health, and other service linkages.
- Able to build a cohesive group of youth that are program members; as we work towards consistent youth participation.
- Work in collaboration with youth program staff to develop and implement a marketing plan to recruit participants to youth programs.
- Develop, implement, and evaluate programs.
- Create experiential learning opportunities.
- Source external resources (guest speaker, mentors, etc.)
- Communication with parent/guardian.

Program Administration (15%)

- Ensure quality improvement by monitoring and evaluating program achievement against targets and outcomes.
- Determine the gaps in service delivery and recommend strategies for improvement.
- Meet regularly with the Manager of Youth and Community Outreach to update status and plan strategies for programs.
- Responsible for recording night program and club attendance.
- Assist with the set-up, delivery and clean-up of program areas.
- Contributing monthly to the writing of board reports.
- Assist with the preparation and submission of program reports and grant applications.
- Attend offsite locations and trips with youth as per program requirements.
- Responsible for engaging and assisting youth in completing membership packages.
- Increase the visibility of Youth programs via social media promotion of programs/services, announcements of upcoming events and the dissemination of timely information.
- Attend & participate in agency and community meetings.
- Manage volunteers & placements students.
- Other duties as assigned.

Qualifications

Experience and Training/Education

- Completion of a College or University Degree in Child and Youth Work, Mental Health or Addictions, Social Work or Recreation or a related field.
- Possess 2 years of working or volunteering with youth and have a desire to learn.
- Demonstrated experience working with youth from various cultural, ethnic, social-economic and developmental backgrounds
- Experience working with underserved youth from an anti-oppressive framework.
- Excellent crisis management and conflict resolution skills; life skills coaching; group facilitation and team leadership skills.
- High Five Certification or willing to obtain certification prior to employment.
- Hold a Standard First Aid and CPR+AED, clear Police Reference Check & Vulnerable Sector Check (or willing to obtain).

Knowledge and Attributes

- Consistently collaborate with team members, sharing ideas and differences openly.
- Take a proactive approach to potential problems and create opportunities for positive change.

JOB DESCRIPTION: Youth Program Developer and Facilitator

- Develop and maintain a professional working relationship with co-workers, members, and community partners.
- Excellent crisis management and conflict resolution skills; life skills coaching; group facilitation and team leadership skills.
- Strong interpersonal skills with excellent written and verbal communication and presentation skills.
- Strong leadership skills, programming skills, time management, and youth management skills.
- An individual who is enthusiastic, energetic with creative program planning skills.
- Must be a self-starter and able to work with minimal supervision

Working conditions

- Work environment includes both indoor and outdoor; may be required to work outdoors under hot weather during the summer.
- May be required to work weekends to facilitate programs and participate in agency events.

Physical Demands

- Visual concentration/eye strain (computer usage)
- Walking, lifting and pushing

Direct reports

N/A

Approved by:	
Date approved:	
Reviewed:	
Next Review Date:	

Employee Acknowledgement: I have read and reviewed the Job Description with the Supervisor who has explained the responsibilities and answered my questions. I have received a personal copy of this job description and agree to carry out these responsibilities.

Employee Signature: _____

Date: _____

Manager's Signature: _____

Date: _____