



East Scarborough

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

MAAT Youth Innovation & Cultural Centre



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416-281-0262

 MAAT
416-282-7284

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 info@esbgc.ca

 www.esbgc.ca

Employment Program Facilitator

BGC East Scarborough is actively recruiting for a highly skilled and dynamic individual to join our team and facilitate our Employment Programs. The position will require experience and understanding of working with youth facing significant barriers to employment. The Employment Program Facilitator is responsible for assisting with the development and implementation of quality interactive employment programs for youth ages 15 –29 years. The incumbent shall support participants on an individual basis through referrals and linkage to friendly professionals who are available to support youth and also, by informing youth about community resources so they have access to additional support when needed.

Reporting to the Senior Manager of Youth Programs and Community Services.

Major Responsibilities:

- Develop and facilitate leadership workshops to build self-esteem and confidence, communication and interpersonal, and conflict resolution skills.
- Conduct marketing/outreach campaigns to promote the Employment Programs.
- Facilitate and deliver customized employment workshops (in-person & online).
- Set up program facilities, order resources, and prepare program materials.
- Provide career exploration, identification, and clarification of interests, abilities, skills, education, and experience related to short- and long-term career and employment goals in a group or individual setting.
- Provide basic employment information and referrals.
- Perform networking duties to foster strong community partnerships.
- Develop and maintain all employment information kits.
- Responsible for developing and implementing program schedules in collaboration with the Program Coordinator.
- Interview youth to document their needs and expectations for the Employment Program.
- Follow-up with community partners about referred clients.
- Develop and compile reports by collecting and analyzing statistics and program evaluation data and draft monthly/quarterly reports for review by the Program Manager.
- Other related duties as assigned.

Qualifications:

- Degree or Diploma in one of the social service professions.
- Ability to exercise independent judgment and discretion in dealing with the general public.
- Strong problem-solving and analytical skills and ability to perform duties with minimal supervision.
- Must possess strong communication skills both written and oral.
- Knowledge of computer applications, employment training and career assessment skills.
- Previous teaching/tutoring experience.
- Knowledge of the Employment Standards Act, Human Rights Act and other Employment Legislations.
- Current Standard First Aid and CPR.

Assets should include:

- Knowledge of the Scarborough community and its diversity.
- Previous experience working in an employment training program or setting

Job Code: PF- Employment -25

Hours of work: 37.5 hours per week

Please submit resume to: pc@esbgc.ca

Thank you for your interest. Only applicants selected for an interview will be contacted. BGC East Scarborough is committed to the principles of employment equity and encourages applicants from all Human Rights protected groups. We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.