



## **Program Facilitator**

### **REACH (Reaching Employment through Academic & Career Heights) Program**

BGC East Scarborough is a multi-service organization that serves children, youth and their families in Scarborough. We are currently recruiting for a highly skilled and dynamic individual to join our team and facilitate the placement of the REACH Program participants. The position will require experience and understanding of working with youth facing significant barriers to employment.

**Program Objectives:** The purpose of the REACH Program is to assist youth between the ages of 15-30 who are out of school and out of work, to gain much-needed employment and life skills. The program will enable youth to make the transition to the labour market. Participants in this program will take part in a screening process prior to acceptance into the program and will be expected to complete group-based employability skills, as well as the work experience component of the program. The Club continuously provides quality employment programs that educate, build self-esteem, and ultimately initiate positive change and personal success in individuals.

#### **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 REACH Program.
- 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 REACH 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 Department 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 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-REACH 21**

**Hours of work: 37.5 hours per week**

**Please submit your resume to: hr@esbgc.ca**