

## **Youth Program Facilitator**

The Youth Program Facilitator is a multi-year initiative in partnership with local agencies alongside local school boards. The position is to focus on supporting middle year's youth who identify as Black as well as their caregiver/families. This will ensure that programming is provided to support youth in the three following areas; academics, cultural awareness/personal development and social wellbeing/mental health. The Facilitator requires strong understanding of out-of-school educational programming environment and program delivery.

### **Responsibilities & Duties**

#### *Program Development and Facilitation*

- Foster positive middle-year youth development and academic achievement
- Ensure improved educational outcomes for youth by taking a holistic approach to serving black and other marginalized youth
- Create a platform for local and systems solutions within the education system
- Engage middle-year youth and guardians through various relationship building strategies
- Coordinate external supports to address needs extending beyond the reach of our collective
- Maintain confidentiality in all aspects of client, staff and agency information
- Develop, implement, and recommend effective maintenance and safety programs, procedures, and guidelines; conduct periodic inspections and ensures program facilities are properly maintained for optimal safety.
- Intervene in individual or group situations
- Identify and report trends and priorities needed for youth
- Participate in the ongoing collection of data for purposes of project evaluation. Determine the gaps in service delivery and recommends strategies for improvement
- Display commitment to excellence and look for ways to improve and promote the quality of programs and services.
- Ensure that the programs and services are consistent with the Occupational Health and Safety Act
- Ensure that the programs and services are effective in meeting the needs of all children and youth, and adhere to the organizational objectives of the Club
- Develop and maintain an awareness of services and programs for children and youth in the area and refer clients when appropriate
- Ensure implementation of policies, procedures and develops others if necessary

#### *Supervising*

- Support the Youth Program Manager in managing program employees, and volunteers including recruitment, hiring, training, guidance, supervision, facilitation of group meetings, development of work plans, as well as conducting performance evaluations and disciplinary actions
- Demonstrate leadership by encouraging communication, participation and motivation while fostering a positive team environment
- Encourage the professional development of program employees.
- Actively participate in team meetings, professional development activities, employee retreats, and other Club activities

#### *Administration*

- Attend & participate in agency and community meetings
- Participate in the writing of reports, completing quarterly-annual reports and summaries as required by Department Sr. Manager, funders and partners
- Collect necessary data to convey enrolment, participation, attendance, and correlated outcomes.
- Collect data for evaluation and outcomes assessment
- Prepare program materials, such as brochures, newsletters, and announcements; uses different channels to maximize community outreach and participation.
- Perform other relevant duties as required

### **Key Qualifications & Assets**

- College or associate degree in child and youth work/social work or related field
- 1 – 3 years of experience in supervising youth development programming
- Understanding of youth development principles, and a demonstrated commitment and knowledge to working with youth in supporting and creating opportunities for empowerment
- Experience managing large projects with program delivery, policy planning, implementation and reporting
- Ability to manage staff within a solution-focused, corrective action model
- Effective relationship management experience and skills to work with multi-sectoral partners
- Ability to work collaboratively in a team-setting or independently and manage multiple responsibilities and priorities with high attention to details
- Strong interpersonal skills with excellent written, and verbal communication and presentation skills
- Strong leadership skills, programming skills, time management, and youth management skills
- Possess strong problem solving and analytical skills

### **Other Requirements**

- 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 or late into the evening to facilitate programs
- Depending on program needs, staff may be required to attend offsite locations and trip with youth
- Job conditions require standing, walking, sitting, making visual inspections, lifting and/or carrying up to 30 lbs., pushing and/or pulling up to 30 lbs., climbing up to 3ft

**Hours:** 37.5 per week

**Contract period:** One Year

**Job Code:** YPF-2024

**Please submit resume to the:** [pc@esbgc.ca](mailto:pc@esbgc.ca)

Thank you for your interest. Only applicants selected for an interview will be contacted; The 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.