

## Youth Program Facilitator

BGC East Scarborough is actively recruiting for a Youth Program Facilitator. The purpose of this position is to organize, develop, and provide engaging programming for youth in our community. The Facilitator will 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 community. We are looking for an individual with stellar interpersonal skills along with organizational and time management skills to excel at program facilitation and coordination, youth engagement and classroom management, while showing mastery in administrative duties.

Reporting to the Manager of Youth Programs and Community Outreach

### Responsibilities & Duties

#### *Community & Youth Engagement*

- 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 supporting environment
- Be knowledgeable in personal strengths and the strengths of team members and youth in the program
- Build one-on-one and small group relationships with youth to nurture strengths, promote social and emotional growth.
- Build relationships with families to strengthen and promote social and emotional growth in youth.
- Establish and maintain a professional relationship with community partners
- Identify community resources and make the appropriate referral to external resources
- Be responsible for re-teaching using positive interaction and proactive intervention
- Participate in the assessment of program objectives, including data collection, record keeping and reporting for grants

#### *Program Development and Facilitation*

- Develop, plan, implement, and evaluate quality programs which will foster a sense of direction, purpose and community for youth 13-21 in the East Scarborough area
- Develop, implement, and recommend effective maintenance and safety programs, procedures, and guidelines
- Facilitate the planning, coordination, and on-site execution of program projects, initiatives, curricula and activities for youth, parents, and/or site staff, including workshops and/or trainings, projects and presentations, community service endeavors, outings/field trip exposures/tours, procurement of guest speakers and expert facilitators, recruitment and retention of participants, etc.
- Develop, plan and facilitate workshop/ forums/ programs/trainings focused on youth mental health
- Assist with planning and execution of programming events, as required
- Actively listen others while expressing own expertise and effectively utilizing relevant resources
- Work in collaboration with youth program staff to develop and implement a marketing plan to recruit participants for the program
- Assist with the set-up, delivery and clean-up of program areas

#### *Administration*

- Responsible for recording night program and club attendance
- Maintain daily, weekly and goal action plans detailing program developments and outcomes
- Support manager to maintain records and other pertinent information; prepares a variety of operational and business reports, and associated correspondence
- Assist with the planning and facilitation department training
- Assist with registration as needed
- Prepare program materials; uses different channels to maximize community outreach and participation.
- Engage and assist youth in completing membership packages
- Actively participate in team meetings, professional development activities, employee retreats, and other Club activities
- Perform other relevant duties as required

## Key Qualifications & Assets

- Pursuing a CYW, SSW, ECE, Recreation and Leisure or related diploma/certificate
- Possess 2 years working or volunteering with youth and have a desire to learn
- Possess a Standard First Aid and CPR+AED, clear Police Reference Check & Vulnerable Sector Check, valid Safe Food Handling Certificate
- HIGH FIVE Principles of Healthy Childhood Development
- 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
- Demonstrated experience working with youth from various cultural, ethnic, social-economic and developmental backgrounds
- 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
- Demonstrated experience working with youth from various cultural, ethnic, social-economic and developmental backgrounds
- Take a proactive approach to potential problems, and create opportunities for positive change
- Excellent crisis management and conflict resolution skills; life skills coaching; group facilitation and team leadership 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:** 30 per week

**Contract period:** One Year

**Job Code:** YPF2022

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