



## **Position Description**

### **Program Facilitator (Part-time Casual)**

Reporting to the Program Coordinator and Operations Manager, the Program Facilitator will work with and engage directly with youth members during scheduled program activities and will supervise youth while undertaking skill building activities during the Centre's operational hours.

### **Primary Duties and Responsibilities**

- Lead delivery of specific youth activities (Junior Night) and approved daily programming and covering breaks for the Program Coordinator.
- Supervise youth and encourage positive interaction between program participants.
- Implement policies, procedures and practices as directed.
- Establish a rapport with youth members to ensure that they are being supported, heard and that their needs can be determined. Communicate regularly with Operations Manager and Program Coordinator on issues that affect the youth and organization.
- Liaise between youth, community partners and neighboring Youth Centres understanding that you represent the organization.
- Assist in planning Youth Centre tours for youth and volunteers.
- Assist Program Coordinator in the planning, implementation and evaluation of program outings, projects.
- Support youth in social enterprise, projects, sharing events and youth art displays.
- Ensure cleanliness of workspace, programming space, kitchen, and yard.
- Other duties (including cleaning/organizing, clerical and recycling program) as assigned by Operations Manager.

### **Qualifications and Certificates**

- Must hold a valid Vulnerable Sector Check or be willing to obtain before employment.
- A valid First Aid and CPR level C.
- Valid Ontario Driver's License or have reliable source of transportation.
- Be familiar with provincial health and safe work environment legislation and regulations.
- Be able to stand and sit for extended periods of time and be able to bend and lift up to 50lbs.

## **Experience**

Minimum of 1 year experience working directly with youth in a social service or recreational environment.

## **Skills**

The incumbent should demonstrate competence in the following:

- Demonstrated ability to would independently with minimal supervision.
- Ability to always maintain confidentiality.
- Excellent time management skills.
- Ability to work with staff, youth, volunteers, and community partners in a professional manner and foster teamwork.
- Flexibility, creativity and adaptability.
- Excellent communications, listening and interpersonal skills.
- Understand ethical behavior and inclusion practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- Strong problem-solving skills.
- Proficiency in the use of computers for: word processing, e-mail, and internet.

## **Working Conditions**

The Program Facilitator will work up to 22 hours per week but must be flexible in scheduling work hours to best accommodate the organization (evenings, weekends and/or to accommodate activities, public events and other functions as required to meet the organizational demands of the operation). This position requires the employee to work in outdoor weather conditions during the summer months. At times the employee will be exposed to loud music and centre volumes.