

Program Facilitator Job Description

Position Summary

The Program Facilitator is responsible for the day-to-day delivery and supervision of all Youth Centre programs, activities and events according to the strategic direction, policies and procedures set by the Executive Director and Board of Directors.

Key Responsibilities

Reporting to the Program Coordinator, the Program Facilitator(s) will:

- Ensure a physically and emotionally safe and healthy environment for the youth, staff, and volunteers
- Act in a manner which supports and models the Mission, Vision and Values of CORE Youth Services
- Program activities which support the Mission, Vision, Values, Goals and Objectives of CORE Youth Services
- Assist the Program Coordinator to identify, develop and implement youth programs, activities, workshops and events
- Take initiative in the development and maintenance of community programming partnerships (programs, events, workshops)
- Assist with coordination and implementation of fundraising and community outreach activities
- Act as a positive role model to the youth, staff and volunteers at all times
- Work respectfully and positively with parents, family members, community partners, schools, government ministries and agencies, funding sources, staff, volunteers and the Board
- Maintain any confidential documentation or records in a secure manner to protect the privacy of those involved
- Collect and maintain data, records and programs statistics for evaluation and research purposes
- Facilitate a referral system for assistance from other youth serving organizations
- Provide assistance to youth to develop skills to address and resolve personal problems
- Assist with the maintenance of the Youth Centre's social media venues - website, Facebook, Instagram, Twitter
- Maintain a positive reputation of the Youth Centre to the community-at-large
- Promote the services of the Youth Centre to the greater community
- Involve youth in community events and activities
- Perform maintenance and cleaning of the Youth Centre facility and its contents
- Accept and perform any other duties assigned by the Executive Director

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

Education

- College diploma or university degree in a related field
- First Aid, CPR C, ASIST, CPI, Safe Food Handling, High Five certifications an asset

Experience

- Experience working or volunteering with children and youth ages 8-18
- Knowledge of Lanark County area community services and understanding of issues impacting youth
- Self-motivated, goal oriented team player with leadership ability and excellent interpersonal, organizational, oral and written communication skills
- Proficiency in the use of computers for: word processing, e-mail, social media, creation of marketing

materials and internet.

- Strong one-on-one and group facilitation skills
- Ability to work independently, and utilize sound judgment to perform all assigned duties with minimal supervision
- Valid criminal record check including vulnerable sector clearance
- Valid driver's license and reliable vehicle

Working Conditions:

Hours may vary - up to 24 hours per week. Must be available to work evenings and weekends in order to accommodate program activities, public events, fundraising and other functions as required.

Closing Date:

Please submit resume with cover letter clearly outlining skills, experience and education by 4pm on August 30, 2019 to: Meghan.Roebuck@cpyouthcentre.org

Attn: Meghan Roebuck, Executive Director, Carleton Place & District Youth Centre - 360 Edmund St., Carleton Place, ON K7C 3Y7.

Carleton Place CORE Youth Services would like to thank all applicants for their interest; however only candidates selected for an interview will be contacted. For more information about Carleton Place CORE Youth Services and Youth Centre, please visit www.cpyouthcentre.org