

## Program Facilitator Job Posting

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| <b>Facility / Location:</b> | Victor Mager Club – 81 Beliveau Rd.   |
| <b>Job Type:</b>            | Full Time – Permanent   |
| <b>Wage:</b>                | starting from \$33,215 annually   |
| <b>Benefits:</b>            | paid vacation, health days, RRSP matching program, extended health and dental |
| <b>Anticipated Shift:</b>   | Monday to Friday 1:30 p.m. to 9:00 p.m. (35 hours/week)                       |
| <b>Positions Open:</b>      | 1   |

*For over 40 years, BGC Winnipeg, one of Winnipeg's largest child and youth-serving charitable organizations, has provided programming directly to children and youth in vulnerable neighbourhoods.*

*FREE Community-based services. Positive relationships. Life-changing programs. We provide safe, supportive places where all kids and teens, of all backgrounds, can experience new opportunities, overcome barriers, and develop confidence and skills for life. From anti-racism to Reconciliation to LGBTQ2S+ to food security to scholarships to job readiness, our Clubs battle systemic issues with systemic solutions—equity, acceptance, support, opportunity.*

*Our Clubs are safe, positive places for kids and teens to go after school, and during school breaks where they can find a sense of belonging and respect. We offer an environment where children can express themselves and participate in an amazing variety of activities, a place they can go to enjoy a meal or snack, and a place where they can meet friends and talk to positive adults who care about them.*

### **THE ROLE:**

The Program Facilitator is a front-line supervisory position that is responsible for creating the clubs' monthly activity calendar in partnership with front-time staff, leading activities for children and youth ages 6-18 year old, overseeing program budgets and program supply acquisitions, building strong positive relationships with the youth, supervising and mentoring Activity Workers and volunteers, promoting a physically and psychologically safe environment, and dealing with incidents and sensitive issues.

The Program facilitator is someone that enjoys working with children and youth. They thrive in a fast-paced environment where they can get involved in the activities, build healthy and positive relationships with the children and youth, and expand the children's skills and interests with their experience in planning engaging and purposeful programs. They are comfortable and confident in leading activities for small and large groups of children and has exceptional group and behaviour management skills. They have leadership and supervisory experience which they use to help build confidence and skills in their staff, create a strong inclusive team, and make sound decisions under pressure.

### **REQUIRED SKILLS AND ABILITIES:**

- Experience working with children ranging from 6-18 years of age.
- Experience supervising/leading staff and or volunteers.
- Good organizational and time management skills

- Effective interpersonal communication and listening skills.
- Strong knowledge and experience in planning and leading programs and activities for children and youth.
- Knowledge and understanding of youth development and impact of trauma, youth issues and community resources.
- Experience working in cross-cultural settings and sensitive to diverse cultures.
- Strong behaviour and group management techniques
- Commitment to truth and reconciliation, social justice, and EDI
- Experience handling a program budget/petty cash
- Must have and maintain a Class 5F Manitoba Driver's License with a clear Driver's Abstract.
- Be able to provide clear criminal record with vulnerable sector search and child abuse registry checks prior to hire which has been obtained within the past 6 months.
- Willing to obtain a class 4 drivers license within 3 months of employment

#### **ASSETS**

- Post-secondary education in Education, Child and Youth Care or related social services field.
- Valid Class 4 professional drivers license
- Current and valid Emergency First Aid and CPR Certification
- Current and valid NVCI Certification.

**How to Apply:** If you are interested in this role, we would like to hear from you. Please forward your cover letter and resume in confidence to [hr@bgcwinnipeg.ca](mailto:hr@bgcwinnipeg.ca). Please state the position you are applying for in the subject line of the email. **Deadline for applications is November 15, 2023.**

*BGC Winnipeg is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and any other persons from diverse backgrounds. Please contact us if you require accommodations during the application process. We offer accommodations to applicants with disabilities throughout our application process, upon request.*