

## Youth Program Facilitator Job Posting

**Job Type:** Full Time – Permanent

**Salary:** \$36,500 per year

**Benefits:** extended health care, dental care, vision, RRSP matching, paid time off, paid health days

**Work Schedule:** Monday/Tuesday/Wednesday/Friday 1:30pm – 9:00pm, Thursdays 10:30am-6:00pm

**Positions Available:** 2

**Facility/Location:**

- Freight House/Aberdeen Clubs
- Norquay/Polson Clubs

*For over 45 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. Our Clubs are safe, positive places for children and youth ages 6-18 years old 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.*

[www.bgcwinnipeg.ca](http://www.bgcwinnipeg.ca)

### 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, preparing snacks and meals, 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 with children and youth of diverse backgrounds, cultures, experiences and abilities.
- 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 police record check 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 Safe food Handling Certificate

To apply for this position, please forward your cover letter and resume in confidence to [hr@bgcwinnipeg.ca](mailto:hr@bgcwinnipeg.ca) Please include the position you are applying for in the subject line of the email.

**Hiring is ongoing and posting open until all positions are filled. We thank all those that apply but only candidates selected to move forward in the selection process will be contacted.**

*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. We offer accommodations to applicants with disabilities throughout our hiring process, upon request.*