



## Elmwood Community Resource Centre

### Position: Program Facilitator

Job Status: Full Time, Term (June 4<sup>th</sup> to March 2019 (with possibility of extension)

Hours: Monday to Friday from 1:30pm to 8pm

Start Date: June 4<sup>th</sup> 2018

Salary Range: \$18- \$21 with benefit package

Closing Date: until position

The Program Facilitator is an integral part of the Youth in Elmwood Arts and Recreation (YEAR) program planning, implementation, and evaluation. The YEAR program is an Intergenerational after school program for youth age 12 to 17 years old that provides tools to break down barriers, increase academic literacy, mental wellness, leadership skills and cultural teachings in a safe space for Elmwood Youth.

### Qualifications

- Post-secondary education in social sciences, community development field or child and youth certificate.
- At least 2 years direct program delivery experience with a demonstrated knowledge of developing, implementing and evaluating community-based youth at risk programs.
- Experience in the development, organization, and facilitation of Afterschool program including academic and social support for youth age 12-17 years old.
- Ability to work flexibly in a high stress environment, adapting to the needs of the youth.
- Cross cultural awareness and sensitivity is required to work effectively with the diversity of our client base
- Knowledge of the resources available in the community to youth experiencing barriers to employment, mental health, violence, and/or addictions.
- Strong organizational, planning, and time management skills
- Ability to work evening is required and occasional weekends
- Satisfactory Criminal Record and Child Abuse Registry Check
- A valid driver's licence and a vehicle is a requirement.

### Responsibilities

- Facilitate and evaluate plans and programs designed to ensure youth needs are met in consultation with the Development Manager,
- Engage and participate with youth in activities such as recreation, cooking, volunteer work, cultural specific crafts,
- Ensure that ECRC and program standards, guidelines, and policies are being followed,

- Develop healthy and strong relationship with youth and their families, community support,
- Prepare statistical and narrative reports as required by the ECRC monthly report and funder reports,
- Collect, summarize and analyze quantitative and qualitative data for logic model report and Annual Report,
- Promote program activities and regular follow-up with youth attending program
- Represent the ECRC at local meetings, community functions, or task groups and provide presentations when required.
- Develop relevant partnerships and relationships with community agencies, local schools and local organizations to recruit new youth participant.
- Participate in staff meeting , team meetings and management meetings

Submit Resumes and a cover letter to:

Anne Pinnock  
Development Manager  
Elmwood Community Resource Centre  
545 Watt St /Winnipeg, MB R2K 2S2  
Fax: 204-982-1723  
E-mail: [jobs@elmwoodcrc.ca](mailto:jobs@elmwoodcrc.ca)

\*No Phone calls, only successful applicants will be contacted to schedule interview times.