



Elmwood Community Resource Centre

Position: Homework and Education for Elmwood Youth Facilitator

Job Status: 20 hours /week

Salary Range: Salary compensation commensurate with education and experience

Closing date: December 21st

Start Date: January 10th, 2023

The Homework and Education for Elmwood Youth Facilitator is a member of Reach Out! an afterschool Youth Program that provides youth with academic support, capacity building activities, connecting to community resources and social services.

Responsibilities as Facilitator

- Engage and support youth complete homework assignments and school projects
- Able to tutor youth in high school **math and sciences**
- Develop and Facilitate interactive and educational activities (e,i: literacy, recreational, arts) that enhance capacity building;
- Develop healthy and strong relationship with youth and their families, community support;
- Act as a positive role model at all times, and demonstrate support for pursuing a quality education;
- Complete administrative work including set up and clean up (daily attendances, daily log books, statistical & narrative report, as well as organizing program participants file);
- Be familiar with program guidelines and help enforce them as needed and appropriate;
- Collect, summarize and analyze quantitative and qualitative data for logic model report and Annual Report;
- Participate in team meeting and staff meeting

Skills and Qualifications

- Must possess a valid Class 5 Drivers License
- Must be able to approach youth to initiate conversation and relationship
- Must be able to maintain open lines of communication with other staff
- Experience working in an educational setting would be an asset
- Experience facilitating an afterschool program for youth aged 12-21 years old
- Experience working with at-risk youth and/or understanding of inner-city issues
- Proficient in MS Office applications, basic skills in database, and Outlook
- Demonstrate knowledge and confidence in teaching, role modeling and providing hands on tutoring for youth in need of homework assistance
- Must be patient and compassionate, sensitive to youth's previous experiences in educational settings
- Must complete a satisfactory criminal record check and child abuse registry check

Work Hours: The hours of work will be between 2:30-8:00pm Mondays to Fridays; however, some weekends may be required as per the needs of the program

Submit resume and a cover letter to:

Allysa Thompson, Social Inclusion & Development Manager

E-mail: jobs@elmwoodcrc.ca

* Only successful applicants will be contacted to schedule interview times*