

****EMPLOYMENT OPPORTUNITY ****

Position Title: Facilitator, Youth Works Employment Program
Terms: Full Time – 37.5 hours per week, Monday to Friday
Salary: \$18 to \$20 / hour, depending on education and experience
Location: Prince George, BC
Start Date: January 2018

Situation

The YMCA of Northern BC serves 20,000 people of all abilities, background, and stages of life in Prince George, Vanderhoof and Northern British Columbia. We are a growing, multi-service association that offers health, fitness, recreation, licensed child care, rehabilitation services, community support services, and summer camp. We offer competitive wages and a full benefits package following a 3-month waiting period. The YMCA of Northern BC offers the opportunity to join a strong and exuberant team in a workplace that embraces respect, honesty, caring, and responsibility.

Youth Works Employment Program

The YMCA of Northern BC has offered the Youth Works Employment Programs since October, 2015. This program serves qualifying youth aged 29 and under through classroom instruction, assessment and personalized planning, and follow-up support. This program will be offered in the context of a larger hub of youth health and social services led by the YMCA of Northern BC, through the BC Integrated Youth Services Initiative. This position is a contract position and funded by the Ministry of Jobs, Tourism and Skills Development. Our current contract is until October 31, 2018 but we strongly anticipate the contract will be renewed and the position will extend ongoing beyond this term.

Purpose and Objective

Reporting to the Coordinator of the Youth Works Employment Program, you will be a critical point of contact for program participants, employers, and community organizations. You will play an integral role in the development and delivery of group modules in the areas of work skills and life skills. You will ensure a quick turnaround on all telephone, in person and email inquiries from participants and colleagues. You will work proactively to develop positive relations with participants, employers, community organizations, staff, and volunteers. You have a sound understanding of other employment service providers and community services available to clients. You will be skilled at creating an environment that minimizes any physical, procedural, and bureaucratic barriers. You will demonstrate sensitivity to the diverse needs of clients such as literacy, age, emotional, social, behavioral and cultural differences to ensure clients receive accessible, responsive, and effective services.

Key Detailed Functions (but not limited to)

- Using current program content (and creating additional and interactive program content when required), facilitate a highly interactive employment program that caters to various learning styles of program participants
- Teach participants in the areas of resume and cover letter writing, interview skills, networking skills, internet research, team building and effective job search strategies
- Facilitate program through group work, pair work, and individual tasks
- Track, monitor, and ensure accuracy of client timesheets
- Prepare client binders, handouts, and facilitation schedules prior to upcoming group
- Schedule certifications for all groups, in conjunction with facilitation schedule



- Deliver effective in-class classroom management i.e. group rules, time and attendance, general behaviors of clients
- Monitor and ensure clients have completed networking tasks and informational interviews
- Prepare all certificates of completion and training certifications to be delivered at graduation, in the client exit package
- Coordinate and support referrals to community resources for clients
- Support clients as they transition into employment settings
- Promote the program at gatherings and events, establish and maintain business relationships
- Help develop client action plans and provide structured employment counselling to clients
- Support YMCA cause messaging by gathering YMCA impact stories (at least one per year) and participating in YMCA events
- Information Management – report accurate statistical data and record keeping

Qualifications

- Diploma or degree in relevant field such as Employment Counselling, Social Work, or Business Administration
- One-year teaching and facilitation experience; facilitation of an employment program in a government contract setting is highly desirable
- Physical ability to complete the tasks
- Satisfactory criminal record check and clear vulnerable sector search
- Three satisfactory professional references
- Class 5 driver's license with ability to use own vehicle an asset

Knowledge, Skills and Abilities

- Detail oriented, self-starter
- Excellent time management and teamwork abilities
- Excellent written and verbal communication and interpersonal skills
- Proven computer skills and ability to work with Microsoft Office Suite
- Knowledge of administrative and clerical procedures
- Excellent relationship/rapport building skills and a positive attitude
- Ability to engage with diverse populations, including youth at risk
- Flexibility required to meet changing demands and ability to participate in occasional evening or weekend work

Competencies

In addition to bringing a commitment to the vision and value of this program, and an orientation to service, you should possess the following competencies:

Communication/Interpersonal Skills - Ability to speak, write, listen and secure information in a variety of settings. Ability to cooperate with others to achieve results. Ability to create and build relationships inside and outside the organization.

Planning/Organizing – Ability to establish a clearly defined and effective course of action for self and others to accomplish short and long-term goals.

Problem Solving – Ability to identify an issue, gathers and processes relevant information, determine possible solutions, selects appropriate responses and implements and evaluates them.

Service Strategy – Ability to identify the needs and wants of members/participants as a priority and respond in an effective and timely manner to enhance every person's YMCA experience.

Initiative/Enthusiasm/Innovation – Ability to manage and lead in order to achieve and exceed identified goals.

Community Awareness and Understanding – Demonstrates and promotes a personal understanding of and appreciation for the vision, mission and values of the organization.

HOW TO APPLY:

Please submit the following **3** documents **no later than 5:00pm on Friday, December 22, 2017**

- Cover letter
- Resume
- YMCA employment application located on our website at:
http://nbc.ymca.ca/Documents/nbcy_employment_application_aug2016.pdf

Applications will be accepted via mail, fax, or email to the attention of:

Debra Hennig – Coordinator, Youth Works Employment Program

YMCA of Northern BC

1148 – 7th Ave

Prince George, BC

V2L 3L6

Email: debra.hennig@nbc.ymca.ca

Fax: 250-565-4209

The YMCA of Northern BC thanks everyone for their interest in this opportunity. Only those selected for an interview will be contacted.