



Employment Opportunity

Mentorship Program Senior Facilitator (20 hours/week)

Contract Position

Closing Date: September 10, 2020

About the position:

Under the direction of the Program Supervisor, the Program Senior Facilitator will be responsible for supporting the implementation and development of various programs and initiatives within the Mentorship Program. The Senior Program Facilitator will focus on creating, implementing and coordinating tasks that aims to engage, empower, and support the multifaceted needs of immigrant and refugee youth through advance life skills and leadership training. Our program has been created with the intention of supporting immigrant and refugee youth to successfully integrate into Canadian society and make a positive contribution to Canada.

Scope of Duties and Responsibilities:

- Plan, coordinate and facilitate meaningful and effective activities that relates to leadership and advanced life skills development
- Provide regular updates to Program Supervisor regarding program goals and measurement outcomes
- Develop students' success by encouraging positive character development
- Ensure all activities in programming are culturally sensitive to all immigrant youth served by CBFY
- Establishing and sustaining a positive relationship with Education staff, facilities staff, families and community partners
- Ensure off campus activities are organized and adhere to all CBFY guidelines, policy and procedures as well as meet program outcomes and goals
- Provide a yearly plan for programming goals within their schools to ensure all outcomes are met and measured appropriately
- Review plans on a monthly basis to adapt to needs of students
- Support in the development and delivery of comprehensive lesson plans aligned with program outcomes and goals; and submit detailed plans which illustrate outcome and goal measurement for each lesson created
- Establish a supportive coaching relationship with both peer mentors and newcomers
- Organize and coordinate field trips, guest speakers and special events

Decision making:

- Oversee and implement design practices and curriculum development to support the growth and sustainability of the Mentorship Program
- Responsible for working in collaboration with CBFY and community partners in activity recruitment for the Mentorship Program

Supervision:

- Ensure the well-being of all students by creating and maintaining a safe learning environment

Other:

- Provide accurate schedule of hours for program delivery, program planning to Program Supervisor/Manager

The duties and responsibilities outlined above are representative but not all inclusive. Other related duties as required.

Qualifications and Requirements

Required

- Post- secondary degree/diploma in education, social work, human services or a related discipline
- 1-2 years of experience working with youth age 15-18
- Experience and knowledge working with diverse ethno-cultural communities
- Strong English writing and editing skills
- Experience facilitating to small and large groups of youth



- Experience and knowledge of Microsoft programs including Word, PowerPoint, Outlook, and Excel
- Current Standard First-Aid certificate, or willingness to obtain one prior to commencement of employment
- Child Intervention Check or willingness to obtain one prior to commencement of employment
- Reliable transportation and valid driver's license required
- Fluency in another language other than English is considered an asset
- Experience in design thinking and curriculum design considered an asset

Please submit your resume and cover letter. We thank all candidates who apply. Only those selected for an interview will be contacted. No phone calls please. The Calgary Bridge Foundation for Youth provides equal opportunity employment and encourages applications from all qualified persons. Visit our website at www.cbfy.ca