



Employment Opportunity – Internal Posting Only

Afterschool Program Senior Facilitator Temporary Part time (30 hours per week) Closing Date: August 6, 2021

The Calgary Bridge Foundation for Youth (CBFY) is a charitable not for profit youth focused family centered hub that gives power of voice to immigrant and refugee children, youth and families. CBFY is in its 30th year of services and is a core leader within the youth domain in the Calgary settlement and integration sector. CBFY works in collaboration with the two public schools in Calgary, Calgary Board of Education and Calgary Catholic School district to ensure that youth and their families are equitably engaged to thrive and not merely to survive. In any given year the organization supports over 13,000 individuals.

Five factors are critical to CBFY's future success. These are 1) quality and sustainability of programming, 2) accessibility to families and individuals, and presence in the community, 3) engaged employees and volunteers, 4) accurately and credibly measured outcomes and 5) impact and expand capacity to meet the need. Employees are evaluated on organizational priorities and the following competencies, measurement, decision making, communication, continuous learning and positive relationships.

About the position:

Under the direction of Afterschool Program Manager, Team Lead and the Program Coordinators, the Afterschool Program Senior Facilitator serves as the main face to face contact for school staff, parents and program participants. The Program Senior Facilitator will be responsible for helping organize and plan program lessons, community events as well as maintain and update program master list and attendance list for assigned programs.

Scope of Duties and Responsibilities:

- Process and relay clear information. Able to communicate news, updates, and concepts with contacts, staff members, families and participants in an effective and professional manner
- Understand when problems arise and effort to make sure those situations are solved immediately
- Use best judgement in varying situations and make the best possible decisions in accordance of the program mandate and CBFY policies
- Demonstrate in-depth understanding of the Afterschool program logic model, evaluation tools, and data collection plan
- Support with the delivery of curriculum/lesson plans while adhering to program mandates and desired outcomes
- Build interpersonal relationships with youth by establishing and maintaining healthy relationships with program participants
- Work as part of a team with diverse people through collaboration, clear communication, assertive leadership and support
- Encourage and inspire staff to engage in activities in fun and interactive ways

Decision making:

- Work with Program Coordinator and Team Lead to decide appropriate programming based on client needs at designated program locations

Supervision:

- Ensure programs operate at all assigned locations.
- Ensure programs maintain a safe, positive, and inclusive learning environment

Other:

- Establishing and sustaining a positive relationship with program staff and youth



- Facilitate or support staff with lessons and activities

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

Hours of Work: Flexible shifts except for program delivery hours (must be available 2:30pm-6:00pm)

Qualifications and Requirements

Required

- Previous experience as a Afterschool Program Facilitator or Tutor
- Previous experience working with youth in a facilitating or teaching capacity
- Available to work 15-20 hours each week at both the main office and assigned program sites
- Reliable means of transportation to get to program locations.
- Participate in moderate physical activities during field trips and special events
- Preference will be given to applicants who have degree or current pursuit in degree in Education, Social Work or a field related to working with children and youth

Desired

- Previous experience working with children and youth
- Preference will be given to applicants with language skills in Kurdish, Arabic, Tagalog, Tigrinya, Amharic, French
- Previous experience working with immigrants and/or ESL populations

This is a temporary contract position ending on December 31, 2021.

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