



## Employment Opportunity

### SWIS Mentorship Program Facilitator Temporary Part-Time (Multiple Positions Available)

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 30<sup>th</sup> 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 the Program Manager, Program Supervisor and the Youth Workers, the Program Facilitators serves to support an innovative mentorship program for immigrant youth. The purpose of the program is to increase the capacity of ethnically diverse immigrant children and youth to contribute and to benefit from life in Canada. Immigrant youth are supported in their settlement and integration into Canada through orientation and ongoing peer mentoring. The Program Facilitator will be responsible for planning, implementing and facilitating mentorship activities and events as well as reporting outcomes to the Youth Workers, Program Supervisor and Manager.

#### Scope of Duties and Responsibilities:

- Assist the Youth Workers in the development of lesson plans
- Lead and facilitate lesson plans according to approved activities from Youth Workers
- Develop students' success by encouraging positive character development
- Provide leadership and life skills training
- Foster relationships with teachers, school personnel and community partners
- Attend team meetings as required by the Program Supervisor
- Support the Youth Workers in ensuring that client files are kept up to date and confidential
- Ensure that the rules, regulations and policies of the Calgary Bridge Foundation for Youth, the Calgary Board of Education and Calgary Catholic School District are adhered to
- Perform other duties of Program Facilitator role as needed

#### *Decision making:*

- Work with Youth Workers to decide appropriate programming based on client needs at designated program locations

#### *Supervision:*

- Provide feedback and coaching to peer mentors and newcomer youth during program hours
- Supervise program youth during program hours, field trips, and other program wide events
- Provide Supervisors/Youth Workers with feedback regarding the needs of program youth

#### *Other:*

- Establishing and sustaining a positive relationship with program staff and youth
- Creating and providing opportunities for students which increase community engagement and involvement through volunteering
- Working closely with youth and program staff to facilitate leadership training, life skills lessons and team building

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

**Hours of Work:** Up to 20 hours per week. Shifts are 3 hours and a minimum of 2 shifts per week is required.



## Qualifications and Requirements

### *Required*

- Previous experience working with children and youth
  - Advanced written and spoken English
  - Experience facilitating and presenting to small and large youth groups
  - Experience and knowledge working with diverse ethno-cultural communities
  - Available at least 2 shifts per week with an ability to work occasional weekends.
  - Reliable means of transportation to get to program locations.
  - Preference will be given to applicants with language skills in Arabic, Tigrinya, Amharic, Spanish
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- Preference given to applicants who have completed and/or are pursuing a degree/diploma in education, social work, human services or a related discipline. Other disciplines or experience will be considered.
  - Current Standard First-Aid certificate or willingness to obtain one prior to commencement of employment.
  - Police Clearance or willingness to obtain one prior to commencement of employment.

### *Desired*

- Strong understanding of Mentoring practices
- Related experience working or volunteering in a Mentoring Program

**This is a contract position from January 31, 2022 to June 17, 2022.**

**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](http://www.cbfy.ca)