



**Employment Opportunity  
Summer Program Facilitator  
Part-time Contract**

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 32<sup>nd</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:**

The ASP Summer Program Facilitator will be assigned to a work as part of one of our amazing summer program teams! In conjunction with the summer program coordinators they will lead in the implementation of activities for their program. Each team will be tasked with working with a specific age group, and depending on the program will be delivered either online or outdoors. All programs activities are based off an expanded version of the circle of courage model with the main goal being to offer all participants as safe and inclusive environment where they are encouraged to have fun, learn and try new things.

**Scope of Duties and Responsibilities:**

**Supervision**

- Engage and supervise program participants
- Ensure the safety and well-being of assigned groups
- Ensure the physical and mental well-being of all program participants
- Ensure all program participants are treated with respect and integrity

**Planning and organization**

- In conjunction with the ASP program coordinators, facilitate planned activities
- Provide input when needed regarding lesson plans based on the Afterschool Program Logic Model
- Coordinate and facilitate engaging activities independently outdoors for children or youth

**Communication**

- Communicate with the Coordinators in all manners including but not limited to child welfare items
- Create and maintain positive relationships with parents, school contacts and community partners
- When required, contact parents and guardians to confirm appearance at program

**Administration and data collection**

- Help participants complete program survey forms
- Complete program leader observation forms as directed
- Track daily client attendance

**Qualifications and Requirements**

Due to funding through Canada Summer Jobs the following are requirements for the position:

- Must provide proof of Canadian Citizenship, Permanent Residency or Official Refugee Protection Status
- Must be between 18-30 years of age

In addition:

- Must be able to work Monday to Thursday between June 27, 2022 and August 12, 2022
- Must be able to work 32 hours per week.
- Current Standard First-Aid certificate, or willingness to obtain one prior to commencement of employment
- Police Check Clearance or willingness to obtain one prior to commencement of employment
- Child Intervention Check Clearance or willingness to obtain one prior to commencement of employment
- Reliable mode of transportation
- Access to own laptop including a secure Wi-Fi connection and webcam.
- Proficiency in Microsoft programs, Google Suite, Instagram, MailChimp, Youtube.
- Experience in video editing experience and graphic design considered an asset
- Preference given to applicants who have completed or are pursuing a degree/diploma in education, social work, human services or a related discipline will be considered
- Experience working with refugee and newcomer populations preferred
- Fluency in another language other than English is 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](http://www.cbfy.ca)