



**Employment Opportunity**  
**Afterschool Program ESL Instructor/Facilitator (Multiple positions available)**  
**Contract Part time position - ending Dec 31, 2022**  
**Closing Date: Until suitable candidates are found**

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 has spent a quarter-century serving refugees and immigrant youth and their families. Over the years we have assisted the settlement and integration journeys of tens of thousands of youth and their families: helping them through the “indispensable chapter” of their life transitions. We have consistently striven to expand our capacity to better meet these needs.

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.

**Job Objective**

Under the direction of the Program Coordinator, Afterschool Program ESL Instructor/Facilitator will be responsible for developing and implementing culturally informed English Language lessons, activities and field trips that support English language development, community engagement and positive friendships; to immigrant and refugee children enrolled in the ‘**Ukrainian Youth Settlement and Belonging Project - (UYS&BP).**’ This employment will occur in congregated CBE and CCSD school settings.

**Scope of Duties and Responsibilities:**

Planning and organization

- Create engaging activities and facilitate ESL lesson plans that are culturally sensitive, focus on English Language development and social-emotional learning competencies.
- Conduct ongoing formative assessments of language learning and input that information into a data base
- Actively participate in activities with children and youth throughout the classroom, gymnasium, outdoor, and housing complexes spaces.
- Lead and oversee program participants on occasional field trips.
- Engage children and youth, build positive and respectful relationships by providing inspiration, support, and guidance.
- Assist in maintaining accurate program records including language development assessments, incident reports, attendance of all registered students.
- Ensure all program participants are treated with respect and integrity by fostering a safe environment where they are encouraged to try new things.
- Support program participants by providing leadership and life skills.
- Ensure the safety and over-all well-being of all children and youth in the program, including group and/or individual behaviour management and support.
- Ensure that the rules, regulations and policies of the Calgary Bridge Foundation for Youth, the Calgary Board of Education and the Catholic School District are adhered to.
- Support Program staff in ensuring that client files are kept up to date and confidential.
- Perform other duties of Program Facilitator role as needed.



#### Supervision

- Ensure the safety and well-being of assigned classroom group at all times.
- Ensure the physical and mental well-being of all program participants.
- Supervise and lead program participants' during off-site field trips.
- Provide Program Coordinator/s with feedback regarding the needs of program participants.

#### Other

- Create and maintain positive relationships with parents, school contacts, and community partners.
- Work closely with program coordinator/s to facilitate/ modify lesson plans, team building and clear communication.

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

#### Qualifications and Requirements

- Preference will be given to applicants who have completed or are pursuing a degree/diploma in education, social work, human services, or a related discipline.
- Experience working with refugee and newcomer populations preferred.
- Experience working with immigrant families from diverse cultural and linguistic backgrounds. Fluency in another language other than English will be considered an asset (Ukrainian – although not mandatory)
- Experience working with children and youth.
- Advanced written and spoken English.
- Experience providing instruction, facilitating, and presenting to small and large youth groups.
- Reliable means of transportation to get to program locations.
- A valid, up to date police/security clearance
- A valid 3-year open work permit (if applying as a CUAET resident)
- Must be available to attend paid mandatory trainings

Please **submit** your resume and cover letter including salary expectations. We thank all candidates who apply. Only those selected for an interview will be contacted. The Calgary Bridge Foundation for Youth provides equal employment opportunity and encourages applications from all qualified individual. Visit our website at [www.cbfy.ca](http://www.cbfy.ca)