



## **Employment Opportunity Part time Afterschool Program Facilitator (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 33rd year of service and is a core leader within the youth domain in the Calgary settlement and integration sector. CBFY works in collaboration with the two public school boards in Calgary, Calgary Board of Education and Calgary Catholic School District to ensure that youth and their families are equitably engaged to thrive.

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) accurate and credibly measured outcomes and 5) impact and expanded capacity to meet the needs of our clients. 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 Team Lead, and the Afterschool Program Coordinators, the Afterschool Program Facilitator will be responsible for developing and implementing culturally informed lessons, activities and field trips that support English language development, community engagement and positive friendships, to immigrant and refugee children.

### **Scope of Duties and Responsibilities:**

#### *Planning and organization*

- Create engaging activities and facilitate lesson plans that are culturally sensitive and focus on social-emotional learning competencies.
- 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 incident reports and attendance.
- 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 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 Team Leads and Coordinators 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 coordinators 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 & 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 will be considered.
- 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
- Experience working with children and youth.
- Advanced written and spoken English.
- Experience facilitating and presenting to small and large youth groups.
- Reliable means of transportation to get to program locations.
- Must be available to attend paid mandatory trainings

**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)