



# Northwest London Resource Centre

**Job Title:** Youth Program Facilitator

**Role:** Under the supervision of the Northwest London Resource Centre, the Youth Program Facilitator will be responsible for assistance with program development and coordination of programs and services for youth in the neighbourhood. Within this role, you will be responsible for meeting outcomes of the agency as outlined in the funder agreements in collaboration with your direct supervisor.

**Job Responsibilities:**

- Design and implement afterschool programs for children and youth that meet the goals, objectives and outcomes of funders and funding agreements (social skills, recreational and nutritional programs, leadership development, connection to community)
- Coaching and mentoring of youth mentors/leaders
- Compiling program reports and collection of statistics
- Assistance with volunteer recruitment, scheduling, supervision and evaluation
- Maintain participant safety and security by following all policies, procedures and protocols
- Evaluations of programs and services
- Advocacy for the needs of community and vulnerable youth
- Promotion and marketing of programs and services
- Organizing special events
- Assistance in developing and participating in fundraising activities
- Networking with stakeholders, service providers, educators and community groups
- All other duties as assigned

**Qualifications:**

- Previous education or work-related experience in program development. Preference will be given to candidates with a CYW diploma or degree. Must be a registered member, in good standing with the OACYC.
- Ability to work with a diverse population and youth 10-18 years of age
- Highly motivated and a self-starter
- Ability to be flexible to the needs of a diverse community and a changing environment
- Must have strong writing skills, experience with report writing desired, but not required
- Must be able to act in a leadership role
- Must have a registered Social Insurance Number and eligible to work in Canada
- Must be able to demonstrate good organizational and interpersonal skills
- Must have a valid Police Records Check and Vulnerable Position Screening
- Must have current 1<sup>st</sup> Aid and CPR certificate or willingness to obtain at own cost
- Must have (or willing to obtain) Safe Food Handling Certificate
- Must be available to work Mondays and Fridays between the hours of 3:00pm and 8:00pm (with additional hours pre-approved by the supervisor)

Please submit cover letter and resume via email to [employment@nwlrc.ca](mailto:employment@nwlrc.ca)  
(Only applications submitted to this email address will be considered – no phone calls please)

Wage: Commensurate with experience

**Posting closes: Friday September 8, 2017 at 5:00pm**