**JOB POSTING - Youth Program Facilitator**

**Term:** Part-Time (guaranteed 25 hours per week) **will be required to work some evenings and weekends**

**Closing Date:** Open until filled

**Reporting To:** Health Director or their designate

**Overview of Position**

The Youth Program Facilitator is responsible for the planning and facilitating of a variety of programs offered to youth ages 13-18 in the community. These programs could include, but are not limited to, After School Youth Program, Weekend & Summer Youth events/field trips, 1:1 Youth outreach support.

The Youth Program Facilitator is responsible for planning and facilitating programming that could include, but is not limited to, arts & crafts, games, sports, and educational activities for youth participating in the programming, ensuring the programs are age and developmentally appropriate, engaging, professional, safe, fun, and positive for youth during youth programming. The Youth Program Facilitator works closely with the Family Support Coordinator as a supportive service that can enhance and expand upon the services that the youth and their families require.

**Specific Responsibilities**

* Plan and deliver programing for youth that promotes Okanagan culture and language, health & nutrition, recreation, and social support (connecting with resources within the community)
* Provides support, recreational activities, and community health education to youth ages 13-18 and their families in the community.
* Keeps records as they pertain to the program (For example: the creation of Client files that includes but is not limited to, contact information and attendance for each participant
* Prepares and provides nutritious snacks and meals for participants
* Promotes health and hygiene to prevent the spread of illness, by following best practices for hand washing, food preparation and by implementing regular cleaning routines (sanitation of kitchen and other surfaces)
* Keeps a neat and organized work environment
* Meets and greets participants in a professional manner
* Updates professional qualifications in a timely manner
* Attends workshops and training in support of the duties and responsibilities of the position and as part of personal development.
* Maintains confidentiality on all matters relating to the affairs of the USIB and participants served
* Performs other related duties and responsibilities as required, and in accordance with the USIB policies and procedures, and as directed by the Executive Liaison or their designate

**Education/Training/Certification**

* Minimum 20 hours of professional development/training relating to community services/youth services (evidence provided)
* Diploma or Degree in area of Child & Youth/Community Services would be considered an asset
* Valid First Aid with CPR Level B (USIB can support the acquisition of this within the probation period)
* Valid Food Safe Certificate (USIB can support the acquisition of this within the probation period)
* Personal health declaration (form provided), Immunization records up to date/declaration (form provided), and TB Screen is required annually

**Qualifications – Knowledge & Skills**

* Professional oral and written communication skills
* Basic Computer skills (Microsoft Office applications)
* Must possess a valid Class 5 Driver’s License with an annual driver’s abstract in excellent standing
* Reliable transportation is necessary to fulfill the duties and responsibilities of the position
* Criminal record check, including vulnerable sector, is required
* Good character, has the personality, ability, and skills necessary to work with children
* Strong Public Relations skills
* Ability to work with independently and as part of a team with minimal supervision
* Ability to work evenings and weekends, as required
* Strong knowledge of the USIB Community
* Working knowledge of support services in the Community

**Experience**

* Minimum one (1) year of previous experience working with youth ages 13-18
* Experience working in First Nation communities

**Submit resume and cover letter to** Human Resources at [hr@usib.ca](mailto:hr@usib.ca)

A competitive starting hourly rate, commensurate with appropriate experience.