

TROPICANA COMMUNITY SERVICES ORGANIZATION

Job Ad - EXTERNAL

Position Title: Program Facilitator

Position Type: 28hrs per week, Evenings and Saturdays

Department: Youth and Recreation

Location: Tropicana Head Office

Primary Function: The Program Facilitator will provide a range of recreation and social development programs and services to children, youth and adults. This position carries responsibility for program development and program delivery in the Youth and Recreation Department.

MAJOR RESPONSIBILITIES:

Planning and Program Development

- Develop and facilitate programs for children, youth and adult
- Plan group sessions in accordance with the participants' skills and needs
- Build upon existing youth engagement and peer led models of programming
- Work in collaboration with service providers to maintain the existing level of programs and service in the community while striving to implement further initiatives
- Initiate, plan and facilitate special events for the program
- Recruit and schedule guest speakers and organize experiential learning trips
- Liaise and partner with other agencies for special events/programs
- Debrief weekly with co-facilitators, guest speakers, and collaborating organizations
- Work in partnership with other Tropicana programs to deliver services
- Research and be knowledgeable about current issues and best practices in youth development and physical activity

Program Facilitation

- Conduct group sessions such as workshops to support skill acquisition and build on current skills in the areas of basic communication, health and wellness, physical fitness and recreation, stress management, self-esteem and other related topics
- Recruit and select participants for the program based on their skills and needs
- Prepare for group sessions by reviewing program manuals and other related materials
- Ensure that the necessary facilities, equipment and materials are available for the sessions
- Maintain contact with clients between sessions to provide follow up support if necessary such as reviewing course materials and clients' needs.
- Engage program participants to identify issues, needs, goals, aspirations, skills, abilities and services needed as well as barriers to accessing these services
- Ensure the safety and wellbeing of all program participants
- Provide participants with information, contacts and referrals needed to facilitate access to programs, services and opportunities
- Arrange program refreshment with on-site kitchen staff

Program Analysis

- Implements mechanisms to monitor and evaluate programs
- Ensure that outcomes specified for each group session and/or workshop as well as individual participants have been achieved
- Track participant activity levels and monitor progress for evaluation purposes
- Conduct follow-up with participants and other stakeholders
- Administer client and community surveys
- Collect other necessary evaluation data, as directed

Community Relations

- Promote the program by performing duties such as distributing brochures and posters to the community and making presentations to community organizations.
- Engage and provide education and information on issues related to youth and the community
- Participate in meetings, committees, events and exhibits and inform the community, local businesses and schools about our programs and services
- Act as an advocate and provide general information and referral services on recreation, employment, education, and healthy peer relationships and other services
- Maintain up-to-date knowledge of community resources to provide program related information to clients
- Work collaboratively with the community and other service providers to ensure that individuals have access to program/services and opportunities for healthy development
- Represent the organization in a professional manner at all times

Administrative Support

- Maintain accurate and up-to-date participant files and submits reports including monthly reports, and program evaluations
- Keep related records and reports in accordance with funders guidelines
- Record client registration and client services within Client Tracking Systems (CTS) Database
- Attend weekly staff meetings

Health & Safety

- Follow policies and procedures and Health and Safety standards
- Work in a safe manner and follow all protocols

Other Duties

- Adhere to the policies and procedures of Tropicana Community Services Organization as outlined in the policy manual
- Proactively contributes to the organization
- Initiate or assist with other projects as required

Application Details:

Please forward cover letter and resume by email to:
jobs@tropicanacommunity.org

Application Deadline: Friday June 26th, 2015 at 4:00 p.m.

We thank all candidates for the interest shown, however, only those selected for an interview will be contacted. No telephone calls please. Criminal reference check required.