

TROPICANA COMMUNITY SERVICES ORGANIZATION

Job Ad - EXTERNAL

Position Title: Afterschool Program Facilitator

Position Type: 6hrs per week, evenings

Department: Youth and Recreation

Location: Tropicana Head Office

Primary Function: The Afterschool Program Facilitator will coordinate and facilitate the Man Up! Program. Man Up! is a program that addresses the unique needs of young men ages 14 to 18 through various activities, workshops and healthy discussions.

MAJOR RESPONSIBILITIES:

Program Delivery

- Coordinate and facilitate the Man Up program
- Recruit, select and register participants for the program
- Prepare and plan group sessions in accordance with program curriculum
- Initiate, plan and facilitate special activities for the program
- Recruit and schedule guest speakers and organize experiential learning trips
- Engage program participants to identify issues, needs, goals, aspirations, skills, abilities and services needed which will help them to build a positive future
- Conduct workshops to support skill acquisition and build on current skills in the areas of communication, education, health and wellness, stress management, self-esteem and other related topics
- Ensure that the necessary facilities, equipment and materials are available for the sessions
- Work in partnership with other Tropicana programs to deliver services
- Ensure the safety and wellbeing of all program participants
- Arrange program refreshment with on-site kitchen staff

Program Analysis

- Implement 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
- Prepare timely monthly reports for submission to Manager

Community Relations

- Liaise with school, community, parents and partner to ensure that the program operates smoothly
- 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
- Debrief weekly with Program Manager

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

Please submit resume to: jobs@tropicanacommunity.org

Closing: **Monday October 5th, 2015 at 5:00 p.m.**