

Program Facilitator, Surrey & Vancouver

Position Type: Part-Time, Permanent

Job Regions: Surrey & Vancouver

Compensation Range: \$25-30/hr

Date Ad Posted: December 3, 2024

Application Deadline: December 20, 2024

Job Purpose:

Thrive Youth, an organization that provides leadership development opportunities through arts-based education to children and youth in underserved communities across Canada, is seeking a **Program Facilitator**.

A **Thrive Youth Program Facilitator** assists in a wide range of program deliverables. Reporting to the *Regional Program Engagement Manager, BC*, the Program Facilitator delivers programming at a variety of locations within the region, ensures that logistical expectations are met, supports the team in reporting processes, contributes to a culture of philanthropy by stewarding key donors in programs, and offers direct support to students to help them reach each session's goals. Beyond their program delivery responsibilities, Program Facilitators also support ongoing engagement with students and their families through outreach initiatives.

This position has variable hours based on programming schedules and staffing needs. Weekly, hours may typically range from 8 to 16, with more or less hours possible during peak and slower programming seasons.

Duties and Responsibilities:

The Program Facilitator's responsibilities include, but are not limited to:

Program Delivery:

- Facilitation of on-site and online programming in adherence to all organizational and program-related policies and procedures
 - This includes travelling to/from a variety of program locations within the region such as schools, arts & cultural venues, studios, community spaces, etc.
 - Programs are delivered to children and youth ages 9 to 18 in a variety of settings, including in schools and at a variety of arts & cultural venues
- Support delivery of program logistics as instructed by *Regional Program Engagement Manager, BC*, including travel partnering, supply management, and other duties as assigned
- Support execution of all critical daily program tasks (attendance, safe arrival, head counts, etc.)
- Support development and execution of lesson plans in accordance to Thrive Youth curriculum as instructed by the *Regional Program Engagement Manager, BC*
- Develop young leaders while having fun

Program Stewardship & Reporting:

- Empower community partnerships with local arts venues, industry leaders, schools, social service agencies, and corporate partners
- Monitor student engagement & work directly with students to support programming objectives and positive development outcomes
- Taking photos, recording moments of student development, gathering quotes/feedback from students, and other reporting tasks as assigned

- Support the *Regional Program Engagement Manager, BC* in stakeholder stewardship, such as speaking to key contacts on-site about the organization and programs offered
- Support special initiatives such as the dissemination of our volunteer-packed creativity kits to community partners
- Attend routine staff meetings per the *Regional Program Engagement Manager, BC* & the Thrive Youth Leadership Team

We Expect All Employees regardless of role to:

- Be a flexible team player – we are all a small organization so sometimes it is all hands on deck to do what needs doing
- Take initiative to: create new opportunities for students in program, enhance program delivery, contribute to organizational systems and improvements
- Contribute to positive relationship building, whether with community partners, schools, or funders
- Show up to team meetings ready to contribute and play an active role in building a great culture
- Support special projects where assigned
- Take an entrepreneurial mindset to organizational change – ready to adapt, grow, and be flexible to the changing needs of the communities we serve

Qualifications:

- Ability to relate to & empathize with children who are challenged by difficult life circumstances and/or who face barriers to accessing opportunities beyond the classroom
- An energetic and enthusiastic approach to work and life
- Impeccable organizational skills and detail oriented
- Minimum 2 years experience working in **child & youth programming, teaching, or an aligned field**
- Excellent written & oral communication skills
- Industrious
- A team player
- A creative problem solver
- Computer skills including Microsoft Office 365, Internet & Social Media, Email, etc.
- Belief in the Thrive Youth goals and means of achieving the goals
- Current Vulnerable Sector Police Record Check
- Current First Aid & CPR-C Training an asset
- Valid Driver's Licence an asset
- Able to work in a fast-paced and flexible work environment

This position is part-time permanent, with a probationary period of three months upon hire.

Please email resume and cover letter to info@thriveyouth.ca.

Only candidates selected for an interview will be contacted.

Thrive Youth is an equal opportunity employer.

Thrive Youth values the diversity of people and communities and is committed to excellence and inclusion.

We are committed to an environment that is barrier free. If you require accommodation at any stage during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.