



2022 Youth Program Facilitator

DEPARTMENT:	Youth Engagement Program
Wages	Base: \$17/hr
Duration	May-August as needed for program

JOB DESCRIPTION

As Youth Program Facilitator you will facilitate a set of sessions to the community’s youth. You will work closely with local and surrounding area schools to deliver the sessions. In addition, you will facilitate camp days throughout the summer to local youth. Many of the sessions are already created but additional sessions will need to be developed.

DUTIES AND RESPONSIBILITIES FOR WORK PERFORMED

- Assist in the preparation, budgeting and coordination of program contract development and implementation of a three (3) day outdoor experiences for students in the area, including homeschool children in the same grades in the local community.
- Create curriculum related to the theme and topic of each outing. Themes and activities developed for the outdoor experience could include, but are not limited to, nature hikes, learning concepts of Leave No Trace ©, participate in collecting water quality samples, biology, and history lessons.
- Provide access to the curriculum on the SCIWC website for utilization by other schools and communities.
- Organize and schedule tasks and responsibilities required to fulfill contract deliverables.
- Coordinate meetings with the various stakeholders, and take detailed minutes, as required.
- Write and distribute email correspondence, memos, letters, and forms to facilitate the development and implementation of the Youth Engagement Program, or other programs as require.
- Assist in the preparation of regularly scheduled reports, including but not limited to reports required by the funding party(s), and within required timelines.
- Act as the point of contact for internal and external clients, as it relates to the Youth Engagement Program, to open the door to opportunities that will create connections to the natural environment, provide life-long outdoor recreation skills, and provide an opportunity to understand the history and heritage of our area.
- Liaise with Executive Director and Stakeholders to handle requests and queries.
- Visit various sites.
- Identify opportunities to expand current and ensure adequate funding.
- Other duties as defined by the Executive Director.

Required Skills and Attributes:

- Able to work independently and in a team.
- Able to read and write in English.
- Proficient with Microsoft Excel and Word
- Leadership skills, such as ability to take charge of a situation in an emergency and your supervisor is not present, work collaboratively with others to complete tasks, and seek personal development opportunities.
- Possess the communication skills (verbal, electronic and in writing) required to work in a team, request assistance, and document processes.
- **Experience with youth and basic knowledge of the outdoors**

SUPERVISION AND COMMUNICATION

You will report directly to the Executive Director and may be required to take direction from management.



CONDUCT

- Harassment, violence, and discrimination in any form are not tolerated.
- Maintain respectful interactions with campers, staff, stakeholders, and others.
- Strictly adhere to safety measures.
- Employees are to wear work uniform while on duty and to wear your name tag when attending a work function. Be cognoscente that what you post on social media could reflect badly on the Commission and professionalism is recommended.

ADDITIONAL NOTES

- Must be eligible to work in Canada and the United States, hold a valid passport or Nexus card, as your daily duties will involve working in both countries.
- Physically fit (moderate to heavy lifting, walking, canoeing).
- Have a valid driver's license and own transportation.
- Vulnerable Sector Criminal Record Check required.

To apply email cover letter and resume to: programs@stcroix.org