



## **Job Title: Group Facilitator, Youth Employment Mentorship Program**

### **Position Overview:**

Reporting to the Program Coordinator, the Group Facilitator will deliver high-quality, current, and relevant life and employment-skills workshops to cohorts of youth (age 15-30). Facilitators work to foster a positive and inclusive atmosphere that empowers youth to make informed decisions, build essential skills, and better navigate life's challenges. Group Facilitators support youth to enhance their personal and professional growth and prepare for future employment opportunities.

### **Qualifications & Skills:**

- Bachelor's degree in social services, such as Child and Youth Care, Social Work, or a related field is preferred;
- Experience in facilitating groups, with a preference for prior experience developing, updating, and delivering employment and life-skills workshops;
- Experience working with individuals facing multiple barriers is required, with direct-client support experience preferred;
- Knowledge of trauma-informed and culturally-appropriate approaches in service delivery;
- Strong organizational, communication, and interpersonal skills;
- Proficiency in Microsoft 365 Office Suite (or equivalent);

### **Key Responsibilities/Duties:**

- Provide respectful, non-judgmental, and confidential support services to youth participating in CVYS programs;
- Apply a culturally sensitive and trauma-informed approach in all interactions;
- Contribute to the effective operation of the YEMP program by performing administrative tasks and ensuring clear, consistent communication with the team;
- Assess participants' interests, skills, abilities, identify obstacles and collaborate to find solutions;
- Deliver direct services to clients, including facilitation of group workshops, one-to-one personalized support, coaching, advocacy, community outreach, and exploring educational or volunteer opportunities as needed;
- Act as YEMP representative/spokesperson when required by YEMP Coordinator;
- Promote the Wage Subsidy initiative to participants as appropriate, stay updated on labour market trends;
- Consult with Program Coordinator if clients request counselling supports;
- Facilitate weekly Coffee Clubs, identifying trends and current opportunities, offer ongoing support to participants as needed;
- Plan and facilitate events such as graduation celebrations, and group team building activities.





**Administrative tasks:**

- Calendar management including youth and facilitator schedules;
- Plan and create program-specific social media content;
- Prepare resources and workshop materials;
- Record participant attendance including in-session and self-directed program portions;
- Create, print, distribute workshop materials (handouts, slides, worksheets, etc.);
- Maintain program technology and equipment as needed; laptops and other
- Maintain stakeholder mailing lists;
- Attend and actively participate in bi-weekly staff meetings at CVYS and collaborate with other staff members.

**Documenting and Reporting:**

- Client document and database management;
- Keep accurate and up-to-date notes participant and program notes;
- Solicit, compile, summarize, and present participant feedback, track feedback trends;
- Provide case-specific information and recommendations verbally and in writing as requested by the Executive Director.

**Budget and Resource Tracking:**

- Purchase program supplies and participant supports as needed;
- Maintain accurate financial records including expenses, program costs, in-kind donations, etc.

**Other Requirements:**

- Ability to role-model a healthy lifestyle;
- Provide a valid CRC with Vulnerable Sector Clearance;
- Possess a valid driver's license and have reliable transportation.

