

JOB DESCRIPTION

POSITION TITLE: **PROGRAM FACILITATOR – Rideau-Osgoode Youth Retail Employment Program (ROYREP)**

PROGRAM: Community Services

REPORTS TO: Youth Employment - Program Coordinator

Job Summary

Working out of the Nepean, Rideau and Osgoode Community Resource Centre (NROCRC), the **PF ROYREP** facilitates group-based employment, career and life skills training and provides on-going guidance and support to ROYREP project participants.

Job Specific Responsibilities

- Develops promotional materials.
- Outreaches to area youth and community groups to publicize the project
- Participates in participant intake process
- Establishes and maintains relationships/partnerships with employer partners
- Organizes and facilitates youth-oriented workshops focused on employment, career and life skills
- Provides practical support, guidance and resources to project participants as needed
- Develops specific resources to support participant learning
- Collects client information and program data as relevant to the position
- Contributes, collects and acts on information using established communication systems
- Contributes to program evaluation activities and data collection for reports and program improvement as needed
- Collaborates with other program staff to ensure participants have transportation to and from program activities
- Collaborates with other program staff to maintain participant records within the safeguards of confidentiality
- Participates as an active team and agency member at NROCRC.
- Will be required to travel to and work at other program sites on a regular basis.

Common Responsibilities

- Working in a manner that preserves confidentiality and seeks to minimize risk as per Privacy and Confidentiality Policies and Procedures.
- Working in a manner that incorporates health promotion and recognizes the determinants of health.
- Incorporating and strengthening collaborative and interdisciplinary teamwork.
- Respecting and valuing the diversity of communities and individuals.
- Contributing to the Centre's activities to collect, analyse and report on data and relevant information, and participate in research.
- Maintaining competence, and where applicable, a professional licence to practice.
- Supporting the Centre's student and volunteer placement programs.
- Promoting awareness of and participation in Centre activities.

- Contributing to the Centre's work by participating in meetings and committees.
- Working during both regular and extended hours of operation in locations identified by the Centre.
- Contributing to the Centre's practices of hiring, orienting and training of staff.
- Contributing to the Centre's efforts to secure and maximize resources for current and new programs, services and activities.
- Participating in the Centre's efforts to enhance its capacity through staff development.
- Working in a manner that supports the Centre's Occupational Health and Safety policies and procedures.

Qualifications

- Relevant college or university degree (s)
- At least 2 years experience in employment training and/or youth work
- Experience working in rural communities
- Experience with, and sensitivity to issues facing at-risk rural youth
- Proven ability to outreach to, and work well with at-risk rural youth and communities
- Group facilitation/adult education experience
- Experience applying equity practices and working with diverse groups of people
- Availability for regular evening and weekend hours
- Valid G class driver's license and access to a vehicle; a valid F class license an asset
- Experience driving a large vehicle on rural roads is an asset
- Fluency in English essential; other languages an asset

January 2012

Employee Signature