

This role is for 24 hours per week, during school hours and after school, as required. Part of these hours will be dedicated to facilitating the WAK Youth Program, with the remainder going towards helping with programming needs within Big Brothers Big Sisters of Lanark County. It is ideally suited to anyone looking for an enriching way to give back to the youth of Smiths Falls!

- Are you a fun, athletic, creative and responsible person? With an interest in child and youth services and doing good things for your community?
- Are you looking to bring your upbeat, positive attitude and easy-going nature to our drop-in youth program in Smiths Falls?



If you answered yes to all of the above, read on!

Position Mandate

Design/Develop and facilitate various activities that promote physical activity, healthy eating, positive personal development and wellness; and engage and support WAK Youth Program participants and families in our community.

Position Overview

- Support the Program Coordinator in delivering the We Are Kids (WAK) drop in Youth Program administrated by Big Brothers Big Sisters of Lanark County.
- Act in accordance with the National Standards set out by Big Brothers Big Sisters of Canada.
- Be responsible for providing an active, safe and supportive environment for youth to develop and enhance a healthy lifestyle through physical activity, fair play and fun, both indoors and outdoors.
- Help with the fundraising and event planning activities of the agency.
- Actively promote Big Brothers Big Sisters of Lanark County as per the mission statement of the agency

Duties

- Working under the supervision of the Program Coordinator and Program Supervisor, the Program Facilitator will instruct and participate in a variety of physical activities aimed at engaging youth in fun, recreational, and life-long learning objectives, collaborate as needed in developing programming,
- Supervise the youth attending the program, while promoting safety and respect amongst all participants.
- Provide a healthy snack to all participants, while accommodating dietary restrictions.
- Ensure a friendly and supportive atmosphere is maintained by developing appropriate strategies to support youth in regulating their behaviors and emotions.
- Ensure that the health and safety needs of the children are met and all health and safety issues are dealt with immediately and appropriately.
- Orient, teach and mentor new volunteers,
- As needed, pick up resources, tools, and supplies needed for the delivery of the programs.
- Under supervision of the Program Supervisor help facilitate in-school programming as required.
- Cleaning and tidying of the facility and ensuring the safe storage of equipment
- Other duties as required

Administrative Duties

- Report on a regular basis to the Program Coordinator and/or Program Supervisor regarding needs and/or concerns
- Maintain strict confidentiality as outlined in agency Privacy and Confidentiality Policy
- Perform administrative functions as required to facilitate programming

Measures of Success

- Big Brothers Big Sisters of Canada National Standards are being met or exceeded
- Youth are being served according to the goals of the agency and of our funders
- Enjoyment of the program by all youth and children, with full participation
- All expectations of management have been met

Qualifications

- Candidates must be 18+ in order to comply with National Standards
- Interest/experience/education in Child and Youth Education, Early Childhood Education, Social Service Work, recreation, Social Work or other related fields.
- Knowledge of youth programs and leading youth activities.
- Ability to work as a team member in a dynamic, complex environment and organize time and workload appropriately.
- Ability to communicate effectively both orally and in writing with all levels of staff, the public, and program participants while maintaining objectivity and confidentiality.
- Ability to establish and maintain effective working relationships with staff, volunteers, participants and parents.
- Demonstrate good problem-solving skills.
- Ability to perform the physical requirements of the job including frequent standing, walking, bending, kneeling, crouching.
- Ability to use various sports equipment in the program.
- Current First Aid and CPR. (We can facilitate this)
- Current Vulnerable Sector check. (We can facilitate this).

Contract Period:

This role is currently contracted to the 31st of December, 2022, with the likelihood of renewal.

Still Interested?

Please send, to sandra.burelli@bigbrothersbigsisters.ca;

- 1) Your Resume
- 2) A one-minute video in place of your cover letter telling us why you think you are right for this role.

Please submit your application via e-mail by August 1, 2022

In accordance with our current vaccination policy, all employees must be vaccinated against COVID-19. Proof of vaccination is required, but will not be copied or retained.

BBBSLC is an equal opportunity employer that thrives on diversity and creativity. No applicant will be discriminated against on the basis of any grounds protected by The Human Rights Code.
