



YMCA

We build strong kids,
strong families, strong communities.

***Program Facilitator
Federal Public Sector Youth Internship Program
YMCA of Greater Vancouver***

Salary: \$32,000 - \$48,000 Annually

Effective: Immediately (Contract position, renewable based upon Government funding)

Situation:

The YMCA of Greater Vancouver is a multi-service charitable organization providing a number of employment-related services. YMCA Community Services offers support, training, and guidance to help individuals of all ages: to start their own business; gain work experience and training; gain national and international experience and training in individual self-development; and in career and business development. Our programs assist participants in developing a values-based perspective on leadership in the workplace. YMCA Program facilitators are responsible for creating and maintaining an environment that supports the end goal of participants.

The YMCA Youth Internship Program offers youth between the ages of 15 and 30 an opportunity to be placed in an internship position with federal government departments throughout BC. The program is targeted to help youth who face higher than average challenges to employment gain employability skills and work experience. The program is divided into two streams: a program for non-high school graduates that includes 4 weeks of training and preparation before beginning the placement with the government, and a program for high school graduates that places them immediately in the internship position. Both streams of the program provide regular monitoring for the interns and their mentors throughout the period of the internship.

Nature and Scope:

The successful candidate will be responsible for program marketing, which includes coordinating recruit of youth for Non-Grad and high school Grad placements, and recruiting internship placements within Federal Government settings; arranging assessments dates and locations and inviting youth to attend and developing the 4-week training schedule and booking all contactors for workshops; the preparation and participation of workshops; interviewing and assessing potential participants; monitoring and coaching the interns throughout their internship. Some travel within British Columbia and the Yukon is required for this position. This position reports directly to the Program Manager.

Requirements

The successful candidate(s) will be able to:

- communicate effectively with participants, mentors, colleagues and community contacts
- demonstrate knowledge of community development models and methodologies
- have a post-secondary degree or certificate in a related discipline or have equivalent work experience
- take responsibility to coordinate tasks as well as work as part of the team.

The program facilitator will also be able to demonstrate the following professional competencies:

Facilitation – The ability to: develop workshops relevant to individual programs and their participants; create clear goal(s), objectives, methods and formats for program delivery; deliver workshops in a format that is varied and relevant for participants; prepare material and resources and evaluate workshops for relevance.

Teamwork – the ability to plan, make decisions with and support others, create and work toward collective goals; to understand and work within the culture of a group,

Self-Management – the ability to work independently within prescribed parameters, discern the relevance of issues and communicate them effectively to program and administrative supervisor(s).

Flexibility/Adaptability – the ability to work with ambiguity, adjust to participant needs, respond quickly to unforeseen opportunities or threats, integrate new information as it becomes available and adapt to different learning styles.

Empathy – the ability to walk in another's shoes', familiarity and comfort with the issues, concerns and life-styles of the program target groups, win the trust and confidence of people, and accept diversity (e.g. ethnic, cross-cultural, socio-cultural).

Planning, Organization and Control – the ability to establish a well-defined and effective course of action for self and others toward short and long-term goals, organize work effort towards measurable results.

Leadership – the ability to motivate and inspires self and others to take action to achieve desired outcomes and identifies and secures resources necessary to accomplish organizational goals.

Coaching & Development- commits to assisting participants, volunteers and staff in continuous learning and development, shares knowledge and experience, listens, hears and responds to participants.

Service Orientation – Understands participants expectations and strives to provide service that will exceed those expectations and responds to and resolves participants issues and concerns in a timely, caring and respectful manner.

Commitment to organization and values -- Effectively communicates the Association's mission, values and goals and how they apply to their division/business unit. Promotes the YMCA's fundraising efforts within and outside the Association.

Relationship Building: Builds positive interactions both internally and externally to achieve work related goals.

Please email your resume with cover letter, by February 12th, 2010, to the address below:

Program Manager
Federal Public Sector Youth Internship Program
YMCA Community Services & International Development
201-1166 Alberni St
Vancouver, BC V6E 3Z3

Fax: 604-684-3255

Email: yipfc@vanymca.org