

POWELL RIVER CHILD, YOUTH & FAMILY SERVICES SOCIETY

JOB DESCRIPTION

Job Title: Co-Facilitator – Youth Resource Centre

Reports to: Programs Manager

Job Summary:

The YRC Co-Facilitator provides oversight of the Youth Resource Centre (YRC) facility at Oceanview during drop-in times or planned events, providing supervision of all youth therein, in keeping with the Policies and Procedures of PRCYFSS. As this position is linked to the school year, this position operates in parallel but at times when funding allows, we coordinate special summer programs. The hours of work per week could vary from 8 – 12 hrs. per week after school.

Activities may include arts and crafts, cooking, outdoor fun, gym time, games, and fun. A key part of the role is to support participating tweens and youth to develop relationships and build social skills that enhance peer to peer interactions.

The YRC Co-Facilitator upholds the mission, vision, and values of PRCYFSS, is familiar with and participates in ensuring that the strategic goals of the agency are met and engages actively in monitoring program performance. The Co-Facilitator's work is informed by best practice standards and reflects the agency's commitment to and respect for the diversity of all children, youth, adults, and families served, fellow co-workers, and other stakeholders. The YRC Co-Facilitator models and promotes a positive image for the agency.

Key Duties and Responsibilities:

1. Service Delivery

- Supports youth with appropriate referrals to local agencies and organizations.
- Provides direct supervision of youth attending external YRC events and outside activities.
- Assists in the planning and implementation of programs and involving youth as required.
- Promotes the YRC to local youth as required.
- Promotes specific YRC events as required.

2. Documentation and Centre Maintenance

- Maintains daily records as required, records of program events and youth involvement/participation, and required safety checks.
- Maintains the cleanliness of the Centre and fills out the cleaning checklist as required.

3. Meetings & Consultation

- Attends monthly YRC staff meetings as required.
- Attends YRC Youth Committee meetings as required.

4. Other Duties

- Attends training or meetings as designated by the Programs Manager.
- Participates as required in fulfilling performance and quality improvement and accreditation activities and requirements.
- Routinely promotes PRCYFSS's commitment to diversity and respect for cultural diversity in how we interact with clients and colleagues.
- Provides other job duties as required.

Required Qualifications:

Education, Training and Experience:

- Prefer bachelor's degree in related human/social service field and recent related experience OR a combination of related experience, education, and personal suitability for this role.

Job Skills and Abilities:

- Demonstrated ability to mentor youth in determined strategies.
- Excellent oral and written communication skills.
- Proven ability to use personal computer and appropriate software effectively to complete the positions work on time. This includes at a minimum file management, e-mail, internet search, and word processing skills.
- Excellent interpersonal behaviour and communication skills.
- Excellent organization, time, and general management skills.
- Excellent group process and facilitation skills.
- Demonstrated high quality support skills and the ability to coach and mentor the same.
- Interviewing and assessment skills. Problem solving skills.
- Thorough knowledge of program issues.
- Knowledge of the impact of medical, social, and behavioural conditions on child development and family functioning.

- Ability to involve children and youth who have developmental disabilities in community activities regardless of medical or behavioral barriers.
- A willingness and demonstrated ability to work as a team member.
- An ability to see what is needed and to take appropriate action.
- Youth leadership and engagement skills.
- Confident in providing supervision and guidance to youth.
- Ability to function effectively in emotionally intense situations and to manage stress levels including identifying and seeking appropriate support.
- Ability to proactively recognize and manage signs of burn out.

Additional Information and Requirements:

- Approved Criminal Record Search
- A valid Work Safe BC approved First Aid Certificate
- Certification in Food Safe Procedures
- Access to a safe, well-maintained vehicle with appropriate insurance
- Ability to work flexible hours
- A valid driver’s license; Clean driver’s abstract

Job Demands:

(The unavoidable, externally imposed conditions under which the work must be performed)

Physical Demands

The YRC Co-Facilitator may be required to travel throughout the community, so must be comfortable driving and walking in all weather. They must use proper body mechanics and limit the quantity, size and/or weight when carrying, lifting, or lowering books, resource materials, furniture, equipment. They may be exposed to illness through daily interactions with staff and youth so must take care to protect personal health. The YRC Co-Facilitator may also have to manage physically threatening clients and be prepared to be responsible for their own safety, and the safety of others.

Environmental Conditions

The YRC Co-Facilitator may have competing demands on their time. They must be ready to respond quickly and effectively to many types of situations, including crisis situations. The YRC Co-Facilitator must be prepared to manage their own stress levels.

Sensory Demands

The YRC Co-Facilitator will work in close proximity with youth and may experience a number of unpleasant sensory demands associated with the lack of personal care.

Emotional Demands

The YRC Co-Facilitator must monitor their own time and stress levels to ensure that they are able to effectively manage job duties. They may experience continual interruptions and may have to quickly assess situations to respond appropriately. They may experience interactions involving high emotional intensity including aggressive or threatening language or behaviours. The YRC Co-Facilitator will need to be able to react quickly and de-escalate situations to ensure the emotional and physical safety of all involved.

The YRC Co-Facilitator must be able to prioritize situations and manage time on a flexible and often irregular schedule that might trigger fatigue and stress. They may experience stress and stress related symptoms due to interacting with youth in crisis. For instance, the YRC Co-Facilitator may be placed in a situation where their life may be threatened as well as life-threatening situations for others such as instances of attempted suicide.