

External Job Posting:
Girls Group Facilitator

AGENCY OVERVIEW:

Carizon Family and Community Services specializes in children's mental health, youth engagement and development, family violence services, individual and family counselling, parental support and education, credit counselling, workplace resilience, settlement support and community wellness.

POSITION OVERVIEW:

Using a participatory framework, plan and facilitate weekly events/activities/experiences in collaboration with girls aged 12 and up. Act as a positive role model and connector between the participants and the neighbourhood or other programs.

This is a contract position until March 31, 2018.

RESPONSIBILITIES:

- Facilitate weekly event/activities for girls aged 12 and up from the neighbourhood
- Coordinate with volunteers to run the group
- Create a safe, inclusive and accommodating environment for any interested youth
- Mediate conflict in a manner that all persons feel heard and respected
- Maintain and update records and participate in any meetings and/or evaluations in order to maintain open lines of communication and to facilitate a team effort
- Ensure the safety and wellbeing of the program participants and volunteers
- Submit weekly program logs to promote reflection, planning and growth of the program
- Support the work of Carizon in other ways as required

EDUCATION/KNOWLEDGE/EXPERIENCE:

- Demonstrated experience in programs such as camp leadership, summer playground, 4H activity or similar programs for children and youth
- Understanding of youth engagement and community development principals
- High school diploma required, post-secondary education experience an asset
- Experience with appropriate age group
- Resourceful self-starter, with knowledge of program requirements for planning, implementing and overseeing all components
- Strong interpersonal skills required for contact with participants, parents, suppliers and schools; especially the attributes of courtesy, tact, discretion, providing detailed explanations, persuasion, interpretation, negotiation, counselling and diplomacy
- Excellent oral and written communication skills are required for this role
- Very organized and detail oriented, with the ability to multi task while managing the work load
- Ability to manage deadlines, time pressures and solve problems
- Team player/client oriented with previous experience in community development

HOW TO APPLY:

Interested applicants are invited to submit their resume (in confidence), before 4:00 p.m. on the last day of this posting to: Human Resources via email: hr@carizon.ca, quoting the competition number in the cover



letter and email subject line. *We request that candidates please send their cover letter and resume together as one combined document (Word.doc, PDF etc.).*

**Carizon is an equal opportunity employer and supports workforce diversity. At Carizon, we believe that diversity enriches our performance, clients, services offered, the communities where we live and work, and the lives of our employees. Should you require accommodation during the recruitment process, please contact Human Resources (hr@carizon.ca). While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.*

<u>SALARY:</u> As per salary range	<u>STATUS:</u> Contract, Part-time	<u>COMPETITION NUMBER:</u> 30-17 (NUC-27)
<u>LOCATION:</u> Kitchener-Waterloo	<u>HOURS OF WORK:</u> 4 to 8 hours/week	<u>POSTING PERIOD:</u> June 9-23, 2017
<u>EMPLOYEE GROUP:</u> Non- Union	<u>SCHEDULE:</u> TBD	<u>START DATE:</u> ASAP