

## **Program Facilitator Job Description**

The Community Program Facilitator works closely with other DICES staff to plan and deliver programs to youth and children at the Denman Community School, and provides support and assistance to Denman Island Community Programs in general. The Facilitator reports to the Program Coordinator. There are 4-8 hours per week available for this role.

### **Attributes needed:**

- Commitment to Community Education with an interest in developing programs
- Must enjoy working with children
- Must pass a current criminal record check
- Must have or be willing to get First Aid
- Reliability, flexibility, and ability to commit to a schedule that may include evenings and mid-day programs.
- Ability to work as part of a team and collaborate with others
- Excellent written and verbal communication skills
- Strong computer, organizational, and planning skills
- Training and/or successful work experience in areas such as adult education, community development, community education, health, justice, recreation, social work, teaching or youth education
- Experience working with and supervising all ages (children, youth, adults)

### **Specific Duties for the program leader include:**

- Work alone or with support of Program Coordinator to develop a program
- Responsible for delivery of programs and overall supervision of children or youth
- Direct any volunteers who are part of your program
- Adapt program activities and structure to reflect needs of the community
- Clean up program space after use

### *Communication*

- Ability to work as part of a team with co-workers, communicate respectfully with school staff
- Good communication skills, ability to facilitate group discussions
- Must be able to resolve issues and conflicts in a respectful, non-judgmental way
- Ability to work with, and meaningfully engage kids, youth and parents

### *Administration and Management*

- Responsible for setting program dates and communicating to parents and/or staff of any changes
- Responsible to keep track of program attendance

### **What we offer:**

- A supportive and positive work environment
- Satisfying community involvement
- Opportunities to take initiative and develop programs according to interest
- Starting wage of \$23 per hour plus 4% vacation pay