

Youth Employment Project Facilitator

The Youth Knowledge, Resources, and Understanding (Youth KRU) Project is a Skills Link program offering six weeks of life/employability skills workshops and a 10 week paid work experience placement to youth aged 15 to 30 with multiple barriers to employment.

In collaboration with the Youth KRU staff team, The Youth KRU Project Facilitator will support the recruitment and the ongoing development, planning and delivery of individual and group-based training for youth and young adults within the Youth KRU project.

Duties and Responsibilities

- Collaborate in the development, delivery and evaluation of all project components, including participant recruitment, program marketing, communications with project partners, outreach and client management.
- Assess the client's skills and abilities, employment interest and barriers to successful employment to determine employment needs and develop a plan of action identifying level of support
- In consultation with the Youth KRU team, deliver a suite of pre-employment workshops; job readiness, career exploration, life-skills, job attainment and employment related skills
- Ensure curriculum is current, engaging and geared toward youth – focusing on interactive activities
- Responsible for providing youth participants with coaching and support, both individually and in the group setting, in order to identify and overcome barriers and meet their goal of sustainable employment or education upon program completion
- To empower youth through the nature of program material, on-going support and guidance, connecting to community resources as appropriate
- Responsible for coordinating project curriculum ex: fieldtrips, guest speakers and youth placements
- Support group development, including crisis management and conflict resolution
- Ensure the project complies with funders' contracts, guidelines and targets. (e.g. assessment, curriculum development, course delivery, etc.)
- Develop and maintain project guidelines, adhering to Alex NH program policies and procedures. Ensure youth participants are oriented on expectations
- Provide first aid attention when circumstances require such attention and only when his/her first aid certification is current
- Other related duties as required

Qualifications:

- Motivated, enthusiastic individual with extensive experience as a life/employability skills facilitator, particularly with youth with multiple barriers to employment aged 15-30
- Degree in related field or suitable combination of education and experience (min. 2 years)
- Group leadership/curriculum/program development skills

- Knowledge and understanding of the target group, labour market information and resources in the Surrey area for youth
- Current Worksafe Level 1 first aid (or equivalent)
- Valid Class 5 driver's license and access to a reliable vehicle
- A Criminal Records Check Is Mandatory

Skills and Competencies:

- Ability to act as a positive role model and develop positive relationships with at-risk youth
- Dynamic personality with ability to plan and implement creative and thought provoking workshops
- Excellent communication skills, both verbal and written
- Experience with developing and maintaining productive working relationships with clients, co-workers, community organizations, donors and other stakeholders
- Flexibility to respond to time sensitive issues and frequently changing priorities while meeting competing deadlines
- Results orientated; demonstrated accuracy and attention to details
- Recognize appropriate personal and professional boundaries
- Ability to work with people of all ages and abilities and diverse backgrounds
- Second language is an asset

Hours: 30 hours/week

Wage: Hiring Range is 23.94 to 26.75/hour subject to experience

Anticipated Start Date: ASAP

Contract Term: September 2019 through September 30, 2020 with possibility of extension subject to funding

Please send **Cover Letter** and **Resume** to: HR@alexhouse.net **Closing Date:** 4pm Friday August 30/19. We will be reviewing resumes as they are submitted.

ANHBC/Alexandra Neighbourhood House is an equal opportunity employer.

We regret that we can only contact those candidates invited to an interview.

No phone calls please. Only those selected for interviews will be contacted.

Alexandra Neighbourhood House acknowledges that we live, work, and play on the unceded, traditional lands of the Coast Salish Peoples, specifically the Semiahmoo First Nation.