



## EMPLOYMENT OPPORTUNITY

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### FCSS YOUTH CENTRE PROGRAM FACILITATOR

**(PART-TIME TERM - ENDING MARCH 31, 2027)**

#### **POSITION SUMMARY**

Under the direction of the Manager and Assistant Manager, FCSS, the employee in the position will design and implement programs for youth aged 12-24, focusing on personal growth, building protective factors, and strengthening community connections. Key responsibilities include overseeing program operations, providing mentorship, organizing skills training workshops, collaborating with professionals who provide intervention and crisis supports and services while fostering community engagement, expanding program reach, developing partnerships, and evaluating program effectiveness.

This employee is a respected member of an effective working team, dedicated to maintaining and improving our community and as such, serve the public with courtesy and respect.

As an employee this person shall establish and maintain good working relationships with all Staff and Departments. Sound judgement and discretion must be used when responding to inquiries regarding classified and confidential information.

#### **DUTIES & RESPONSIBILITIES**

- Build positive relationships through professional and respectful communication.
- Network with individuals and community partners in person, by phone, and via email.
- Demonstrate active listening, empathy, and respect for diverse opinions.
- Design, implement, and oversee youth programs and activities supporting leadership, life skills, and community involvement.
- Provide mentorship, guidance, and support to participants, fostering trust and confidence.
- Collaborate with community organizations to coordinate services, referrals, and resources.
- Facilitate workshops and training sessions for personal and skill development.
- Assess and address barriers to program access and participant engagement.
- Prepare and maintain reports, records, and statistics to evaluate program outcomes and produce summaries.
- Manage electronic and hardcopy files in compliance with FOIP and Town of Vegreville's Records Management Policy.
- Support meetings, record minutes, handle routine inquiries, and maintain program materials safely and efficiently.
- Recruit, train, and support volunteers to align with organizational goals.
- Prepare and monitor program budgets and process financial documents.
- Develop and execute marketing strategies to increase program awareness and participation.
- Strengthen community partnerships and promote youth engagement through outreach and collaboration.
- Monitor program success, collect feedback, recommend improvements, and stay updated on current research and trends.

## **QUALIFICATIONS & KEY COMPETENCIES**

- A degree or diploma in the areas of child and youth development and/or social work. An equivalent combination of education and experience will be considered.
- Experience working with youth from diverse ethno-cultural, socio-economic backgrounds and leadership experience such as youth mentoring and/or volunteering.
- Experience in program planning, implementation and partnership development.
- Demonstrated creativity and innovation in working with youth.
- Have a valid Driver's Licence and a reliable vehicle with the appropriate insurance
- Able to travel to other locations as needed to attend workshops, meetings and or conferences.
- Ability to work flexible hours including afternoons, evenings and weekends.
- Have trauma-informed training and experience
- Strong communication skills and ability to work collaboratively within a team-based environment.
- Ability to prioritize and adapt to the ebb and flow of daily responsibilities.
- Advanced ability to use Microsoft Office Suite programs and online platforms such as Canva, Poster My Wall, and Zoom.
- A recent Criminal Record Check with Vulnerable Sector required.
- All Professional Designation Registration Fees are the responsibility of the employee.

**Position will remain posted until filled. To apply, email your resume and cover letter to [employment@vegreville.com](mailto:employment@vegreville.com).**

**Thank you to all that apply. Only those selected for an interview will be contacted.**