

## Job Description

**Title:** YouthLink Program Facilitator

We are looking for energetic, enthusiastic individuals, who have a passion for working with children to join our YouthLink team this upcoming school year! This position will start in September and continue through until the end of June on a fixed term contract and entails a 30 hour work week, Monday - Friday.

### **About the Organization and the Role**

YouthLink Calgary Police Interpretive Centre is a non-profit organization and a registered police museum where crime prevention, community policing, education and history are at the heart of everything we do. YouthLink operates in partnership with the Calgary Police Service to deliver relevant and meaningful content to Calgary youth and adults. Our museum and programs engage visitors and focus on crime prevention, forensic science, and the Calgary Police Service's history and current role in our community.

Reporting to the Education Team Lead, YouthLink Program Facilitators are responsible for the delivery of our grade 6 school programs, police school, virtual programs, school break camps, and other public programming such as special events. Program facilitators must have exceptional front-line, interpersonal communication skills and experience in facilitation and program delivery to a variety of audiences, specifically with children. YouthLink Educators will be trained to deliver programming focused on numerous topics including policing, crime prevention (gangs, healthy relationships, online safety and drugs), and forensic science.

### **Responsibilities of a YouthLink Program Facilitator:**

- YouthLink Program Facilitators must ensure that program participants have an experience that is engaging, fun, but also meaningful.
- Lead hands-on activities, workshops and presentations for youth participants, providing engaging experiences focused on crime prevention .
- Program facilitators will need to be able to maintain a safe teaching and learning environment for youth and respond to participants around sensitive issues, as well as connect them with relevant supports and resources in CPS and in the community.
- Adapt and customize the content and delivery of programming to meet the needs and sensitivities of audiences, including school groups and the general public
- YouthLink Program Facilitators will be responsible for understanding, providing feedback and helping improve programs and their delivery. They will be responsible for collecting participation data and supporting program evaluation.
- Facilitators will also be responsible for delivering high quality, engaging, school break camp programs to youth aged 6-12. This will include supporting the planning and development of activities
- Collaborate with department managers and staff teams to deliver high-impact programs
- Model high performance, flexibility and kindness in a rapidly changing growth

environment

- As a front-line staff member, facilitators must be prepared to collaborate with other departments, such as public programming and events, to assist with program delivery

### **Qualifications**

- A minimum of one (1) years of work experience in public-facing communication and facilitation for diverse audiences, including children, youth, and adults. This may include leading tours, workshops, and other formal/informal educational delivery
- Demonstrated ability to deliver appropriate, accessible, and engaging educational experiences centered on the audiences' learning needs
- Excellent communication, high energy and engaging personality
- Public speaking and presenting experience (1 year)
- Previous experience working in summer camps/ children's camp setting would be considered an asset
- Experience with school program delivery and/or working with youth within a museum or community non-profit organization (may include pertinent volunteer/community work).
- Comfortable working with a wide variety of visitors of various ages.
- Strong interpersonal skills: effective communication (verbal and written); non-judgmental listening skills; ability to deal with people from diverse backgrounds and identities; must be able to work as part of a team; must show initiative.
- Ability to organize people and activities and establish and maintain effective working relationships with co-workers, volunteers, school groups etc.
- Time management and problem-solving skills: Must be able to adapt and solve problems/make decisions as they arise, whether with colleagues or visiting school groups and teachers.
- Passionate about youth education and enjoy working with children on a daily basis.
- A degree in education or a child care or early learning certificate will be considered an asset.

### **Additional Information:**

- A CPS enhanced security clearance will be conducted for this position.
- This is an hourly position working around 30 hours a week, from Monday to Fridays. The person in this position may be asked to work weekends and evenings on occasion and may be asked to attend external presentations and events.

### **Application Process:**

Please submit your cover letters and resumes directly to: [taylor@hrocore.com](mailto:taylor@hrocore.com)