



Title: YouthLink Program Facilitator

Reporting to: Program Manager

Position Profile

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 Program Manager, YouthLink Program Facilitators are responsible for the delivery of daily school programs, 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 facilitators 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 all audiences.
- 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
- 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
- Honing delivery skills of the various programs delivered, and the continuous learning of new programs developed by the curriculum team.
- Additional duties will also include tasks which support the seamless delivery of educational programs.



Qualifications

- A minimum of two (2) years of work experience in public-facing communication and facilitation for diverse audiences, including children, youth, junior high students and adults. This may include leading tours, workshops, and other formal/informal educational delivery.
- Public speaking and presenting experience (2 years).
- A degree in education or a child care or early learning certificate will be considered an asset.
- Passionate about youth education and enjoy working with children on a daily basis.
- Demonstrated ability to deliver appropriate, accessible, and engaging educational experiences centered on the audiences' learning needs.
- Excellent communication, high energy and engaging personality.
- Comfortable working with a wide variety of participants of various ages.
- 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 would be considered an asset (may include pertinent volunteer/community work).
- 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.

Additional Information:

- A CPS enhanced security clearance will be conducted for this position.
- This is an hourly position working around 35 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.