

EMPLOYMENT OPPORTUNITY

FCSS YOUTH CENTRE PROGRAM FACILITATOR (TERM - 2 POSITIONS AVAILABLE)

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.

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

- Providing mentorship and guidance to participants.
- Organizing skills training workshops.
- Fostering community engagement.
- Expanding program reach.
- Developing partnerships.
- Administrative Duties.
- Overseeing program operations and evaluating effectiveness.
- Deliver the daily operations of afterschool activities, ensuring they run smoothly and efficiently.
- Attract and retain volunteers whose interests and values match the task or services required.
- Prepare and monitor individual program budgets.
- Collaborate with professionals who provide intervention and crisis supports and services
- Actively participate in the Town of Vegreville Safety Program & the Regional Emergency Management Plan and The Regional Emergency Social Services (ESS) Plan.
- Develop and implement marketing strategies to increase program visibility and participation, including social media campaigns, community outreach, and promotional events.
- Other duties as assigned.

EDUCATION & 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.

WORKING CONDITIONS

- Full time (term) position – 30 hours per week
- Part time (term) position – 25 hours per week

Application deadline is Friday, April 4, 2025, at Noon. To apply, email your resume and cover letter to employment@vegreville.com.

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