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## **CRCBV-LCRC** **AFFICHAGE DE POSTE**

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**JOB TITLE: Bilingual After-School Program Facilitator  
8 Positions**

**Status: Contract Position (20 hours per week)  
September 7<sup>th</sup>, 2021 to June 24<sup>th</sup>, 2022  
20 hours per week (Monday to Friday 2pm to 6pm)  
\$16.7309 to \$20.0770  
6% in lieu of vacation (2021 rates)**

### **Job Summary**

Reporting to the Children Youth and Family Services Program Manager, the After-School Program Facilitator will work within a team setting to ensure proper facilitation of an after-school program for at-risk children and youth ages 6 to 14 years old.

### **Job Specific Responsibilities:**

#### **Program Support**

- Facilitates programs for at-risk children and youth (ages 6 to 14) that promotes participation in healthy, constructive activities;
- Interacts directly with children and youth from diverse cultural backgrounds;
- Facilitates group activities in an after-school program setting;
- Acts as a positive role model and resource person for the children/youth;
- Does outreach to at-risk children and youth to promote community activities;
- Creates a supportive environment for children and youth to address barriers they may be experiencing;
- Develops and maintains an awareness of services and programs for children and youth in the region;
- Maintains attendance records and registration forms; performs administrative duties related to the programs;
- In collaboration with the coordinator, identify and report trends and priorities needed for children and youth in the community;
- Participates in weekly staff meetings;
- Other related duties.



### Teamwork and Collaboration:

- Attends and participates at team and general staff meetings as scheduled;
- Participates in the evaluation component of relevant program;
- Maintains effective communication of information among internal and external stakeholders;
- Participates in staff development training as appropriate to the position.

### Position Requirements:

#### 1. Education

- Completion of a College Diploma or University Degree in a relevant field; or combination of education and experience;

#### 2. Experience

- Experience working with diverse communities and sensitivity to multicultural issues.
- Self-motivated team player with good interpersonal skills, and the ability to manage multiple tasks and responsibilities.

#### 3. Personal Suitability/Other Requirements

- Strong communication and organization skills;
- Ability to handle complex emotional and behavioral issues;
- ***Fluency in English and French is essential. Candidates will be evaluated on their language proficiency before being invited to an interview.*** Other languages an asset;
- Valid Police Records Check for work with the Vulnerable Sector;
- First-Aid/CPR AED Certification

### How to apply for this position:

Please send cover letter and resume by: **Friday, August 6<sup>th</sup>, 2021 at 4pm**

Selection Committee  
Lowertown Community Resource Centre  
40 rue Cobourg Street  
Ottawa, ON. K1N 8Z6  
Fax: 613-789-3443

Email: [mcgauthier@crcbv.ca](mailto:mcgauthier@crcbv.ca)

We thank all applicants for their interest.  
Only those candidates selected for an interview will be contacted.