

JOB POSTING
AROUND THE RAINBOW, GROUP
FACILITATOR/TRAINER

ANTICIPATED START DATE: TO BE DETERMINED

OVERALL PURPOSE / MAIN FUNCTION

The Group Facilitator/Trainer delivers workshops, courses and or training, using the Around the Rainbow program content developed by FSO. Activities include group facilitation, maintaining attendance records, administering program evaluations and referring participants to other community resources as required.

MAJOR RESPONSIBILITIES

1. Program Delivery

- Facilitates and delivers groups and workshops as scheduled by the FSO staff including, but not limited to, the Around the Rainbow program; uses the program content provided by FSO
- Sets up group rooms as required
- Responds to participant questions and refers participants to community resources for additional support as required
- Refers participants to program trainer or manager, for service related inquiries
- Purchases snacks for group and prepares coffee and tea on group nights, as needed
- Ensures that the meeting room is tidy and supplies are returned to program coordinator's office at the end of the evening

2. Administration

- Photocopies and prepares documents as required for program delivery
- Distributes program evaluations at the end of each workshop/course
- Maintains attendance list and other relevant documentation

3. Other Duties

- Performs other duties as assigned by the Program Manager or Educator

TITLE:

**Group Facilitator/
Trainer**

REPORTS TO:

Program Manager

TEAM:

Family Programs

LOCATION:

**312 Parkdale Ottawa
(Temporary Working
Remotely)**

HOURS OF WORK:

**Casual - as required &
14 hours per week**

UNION/NON-UNION:

Union; salary level 5

\$28.40 - \$31.91

CLOSING DATE:

Open

APPLY TO:

**Group Facilitator/
Trainer**

Note: This job description is not intended to be all-inclusive. Other duties may be required to meet the ongoing needs of the organization.

STATEMENT OF QUALIFICATIONS

I. Education & Knowledge

- Bachelor's degree, or equivalent, in social work, education or related field or combination of education and work experience

II. Experience

- Three (3) years related experience, including 3 years working with the LGBTTTQ+ community
- Experience in group facilitation and training
- Experience working with groups, parents, youth and families
- Experience working with diverse populations based on (but not limited to) culture, race, socio-economic status, gender identity, gender expression, gender and sexual orientation

III. Knowledge

- Demonstrated knowledge of group facilitation methods and public education approaches
- Knowledge of the issues and challenges related to gender identity/gender expression and sexual orientation
- Knowledge and awareness of 2SLGBTQI+ community resources and services

IV. Skills

- Strong group facilitation and presentation skills
- Skilled at building rapport with groups, parents, youth and children; strong interpersonal skills
- Skilled at maintaining accurate records
- Technical and computer skills including MS Word, PowerPoint and client database

V. Abilities

- Ability to work as a collaborative team player
- Ability to work with limited supervision

VI. Languages

- Strong English language skills
- Bilingualism is considered an asset

VII. Physical Demands

- Group programming is provided on-site or at other service provider locations in a group room setting. The position often requires light physical activity such as moving and setting up program tables and supplies. The services often require sitting and standing.

VIII. Working Conditions

- Community programming requires occasional working at and travelling to other local sites
- Access to a vehicle and a valid driver's license
- Evening work is required
- Must pass a criminal reference check

ADDITIONAL QUALIFICATIONS

- Fluency in other languages is an asset
- Demonstrated experience working with clients who identify as LGBTTTQ+.

FSO is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. FSO is committed to ensuring that each individual will have genuine, open and unhindered access to employment opportunities.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact us.

While we thank all candidates for their interest, only those selected for an interview will be contacted