



FAMILY SERVICES OF GREATER VANCOUVER

**PROJECT FACILITATOR
THE EDGE - NEW WESTMINSTER YOUTH PROJECT
INTERNAL/EXTERNAL JOB POSTING NO. 18-10**

This is a temporary position created through HRSDC's Summer Career Placement Program.

Purpose of Position:

- To assist with the management of the summer staff and programs delivered from the New Westminister Youth Project.
- To plan, manage and deliver a summer recreational program for youth, which may include one-day out-trips or multi-day camping experiences.
- To work with the Program Coordinator of The Edge and/or Youth Centre to perform job duties listed below.
- To supervise and support secondary school student "Tonesetters" (peer leaders).

Job Duties:

- Develop a realistic summer activity schedule.
- Develop a summer work schedule for Summer Career Placement program students.
- Provide direct supervision and support of summer staff.
- Fulfill paperwork requirements to ensure prompt and accurate payment of summer staff
- Together with staff and program participants, provide written evaluations and collate statistics for all project activities.
- Organize logistics of summer camping and/or out trip(s).
- Attend all training provided during the summer.
- Actively participate in all staff meetings.
- Provide letters of reference for the "Tonesetters" hired under the summer employment program.
- Liaise with merchants and other community groups.
- Raise funds for activities.

Qualifications/Skills:

- University or college student in related field this past year and next year
- Ability to work as part of a team and take feedback
- Basic computer skills
- Good communication skills, both verbal and written
- Supervisory experience and experience with "at risk" youth preferred
- Energetic
- Experience in group facilitation an asset

START DATE: June 7, 2010

DURATION: 12 weeks, ending September 3, 2010

RESUMES TO: Keiron Simons, Program Coordinator
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SALARY: \$13.50 per hour