



## SAULT STE. MARIE YMCA EMPLOYMENT OPPORTUNITY

### Facilitator – Bridging Youth to Employment Program

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The Sault Ste. Marie YMCA is now accepting applications for Facilitator – Bridging Youth to Employment Program. The ideal candidate should be energetic, self-motivated, enjoy working with youth, and have the ability to work independently or within a team environment.

**Contract Length:** 5 weeks with a potential extension

**Expected start date:** October 2, 2023

**Hours of Work:** Monday to Friday, 8:30 am to 4:00 pm

#### Nature and scope:

The Bridging Youth to Employment Program (BYTE) is designed to prepare youth experiencing barriers to employment to develop skills and strategies that will assist them in achieving their career goals. The role of the facilitator is to work closely with the participants and deliver Employment Skills Training that will lead to a successful job placement.

#### Key Responsibilities:

- Develop and facilitate class sessions on creating resumes/cover letters, effective job search strategies, interview tips, job retention and self-management skills. Create an individualized Employment Action Plan for each participant.
- Evaluate and monitor the progress of the participant throughout the session.
- Provide support, guidance and direction to the participant.
- Deliver program curriculum either in group or one-to-one formats. Must also be comfortable and knowledgeable of utilizing a virtual platform delivery method if required.
- Encourage fitness and health promotion with group activities or individually to enhance the curriculum.
- Responsible for maintaining the BYTE social media platforms and promotion of the program.

#### Qualifications:

- Post-secondary education in Employment/Career Counselling, Adult Education, or Social Worker. Experience as a teacher, facilitator/life skills coach or other relevant experience is preferred.
- Must be knowledgeable of local employers and labour market.
- Computer skills utilizing MS Office applications and familiarity with virtual delivery.
- Excellent interpersonal skills, both written and verbal. Strong organizational and planning skills
- Current satisfactory Criminal Record Check (Vulnerable Sector) is a condition of employment
- Current Standard First Aid & CPR certification. Employer will provide training.
- Valid drivers license and access to a vehicle

#### Competencies:

*Teamwork* – The ability to work effectively with others to achieve optimal collective results.

*Planning & Organization* – Manages time in order to concentrate efforts on priority projects.

*Creativity & Innovation* – Develops new ways or adapts existing ideas to help us achieve the desired results; challenges the status quo to discover effective ways of achieving targets.

*Relationship Building* – Builds positive interactions both internally and externally to achieve work-related goals.

**Please submit resumes by Friday, September 29, 2023 to:**

Kathy McKee - Program Coordinator

Sault Ste. Marie YMCA

235 McNabb Street, Sault Ste. Marie, ON P6B 1Y3

E: [kathy.mckee@ssmymca.ca](mailto:kathy.mckee@ssmymca.ca)

Only those chosen for an interview will be notified.

*The Sault Ste. Marie YMCA values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.*