



The YMCA of Greater Vancouver Employment Opportunity

Position Title:	Facilitator, YMCA Immigrant Services
Location:	Robert Lee YMCA (Vancouver, BC) with (with routine travel to program locations in South Vancouver and Burnaby)
Salary:	\$47,340/year, plus benefits
Start Date:	As soon as possible
End Date:	March 31, 2020
Terms:	Full-time Temporary,
Shift:	35 hours/week, Tuesday to Saturday (some evenings and Sundays required, as per program needs)
Reports To:	Manager, YMCA Immigrant Services

Situation:

The YMCA of Greater Vancouver is a charity dedicated to strengthening the foundations of community, by nurturing the potential of children, teens & young adults, promoting healthy lifestyles, fostering a sense of social responsibility and delivering lasting personal & social change. We are building a community in which a generation of children and families reach their full potential. Our values guide our decision-making and behaviour- we do the right thing, put people first, keep our promises and lead by example.

For 130 years, we have been part of the community, a place where people of every age and background find the support they need to grow in spirit, mind and body. One of the Lower Mainland's leading charities, the YMCA of Greater Vancouver provides services in health & fitness, childcare, camping, employment & community services to over 95,000 participants annually.

Nature and Scope:

The YMCA Immigrant Services Department offers a suite of programs including; Citizenship Preparation and Participation, Canadian Fitness Connection, Social and Educational Events, Conversation Clubs, and Child Care Career Exploration for Immigrants to Canada. These programs are designed to help participants improve language skills, connect to the community, learn about Canadian culture, fight social isolation and more.

This position has a major responsibility for program delivery, coordination of events and community outreach. The environment is fast-paced and involves weekend work, as well as some evenings and takes place in Vancouver and Burnaby. The incumbent will be resourceful, flexible and passionate about supporting new immigrants. Program delivery happens in various locations, so access to a vehicle is necessary.

Major Responsibilities:

- Directly facilitate all Immigrant Services programs including: Citizenship Preparation and Participation, Canadian Fitness Connection, and Child Care Career Exploration for Immigrants to Canada
- Plan, coordinate, and lead monthly Educational and Social Events and related activities
- Oversee program logistics and scheduling
- Recruit, screen, and assess participants for program suitability and eligibility
- Conduct community outreach and marketing to engage and recruit participants as needed
- Work with community partners who contribute to courses and events
- Coordinate and supervise volunteers involved in running programs
- Associated administrative and reporting tasks related to funder requirements
- Identify ways of making improvements to the program for more effective service delivery
- Other duties as assigned

Qualifications:

- At least 3 years of relevant work experience, preferably in an immigrant serving organization
- Post-secondary education in a related discipline, or equivalent work experience
- Outstanding facilitation, with the knowledge, techniques and personality to easily engage participants
- Excellent coordination, planning and organization skills
- Event planning experience
- In-depth knowledge of immigrant issues and cross-cultural communication
- Experience delivering employment related programs
- Experience with community outreach and marketing
- Very familiar with the Lower Mainland
- Excellent communications skills, including verbal and written English
- Proven competence with administration and reporting
- Good Microsoft Office skills
- Valid Emergency First Aid & CPR-C Certificate (can be obtained within first 30 days of work)
- Valid Driver's License and access to a vehicle
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date

Desirable:

- Fluency in one of the main newcomer languages other than English.
- Experience supervising volunteers

Competencies:

- *Commitment to Organization and Values:* Demonstrates and promotes a personal understanding of and appreciation for mission, vision, strategic outcomes and values of the YMCA of Greater Vancouver.
- *Service Attitude/Customer Focus:* Identifies needs and wants of members/ participants as priority, responds in an effective and timely manner.
- *Teamwork:* Ability to work effectively with others to achieve optimal collective results.
- *Outcomes Oriented:* Ability to lead, manage and achieve identified goals.
- *Self-Management* – the ability to work independently within prescribed parameters, discern the relevance of issues and communicate them effectively to program and administrative supervisor(s).

Application Process:

Internal Applicants: Please inform your supervisor prior to application. Apply using the link below:

https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=ymcagv&jobId=138997&lang=en_CA&source=CC2

External Applicants: Please apply using the link below:

https://workforcenow.adp.com/jobs/apply/posting.html?client=ymcagv&jobId=138997&lang=en_CA&source=CC3

Application Deadline: 6:00pm on January 14, 2018

*Thank you for your interest and application.
Due to the high volume of applications received, only short-listed candidates will be contacted.*



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