



## YMCA of Greater Vancouver Employment Opportunity

<b>Date Posted:</b>	May 7, 2019
<b>Position Title:</b>	Facilitator, Early Childhood Assistant Training Program (2 positions available)
<b>Location:</b>	Robert Lee YMCA (955 Burrard Street, Vancouver)
<b>Terms:</b>	Full-time, Temporary
<b>Shift:</b>	35 hours per week
<b>Salary:</b>	Under Review
<b>Start Date:</b>	July 2, 2019
<b>End Date:</b>	March 31, 2021
<b>Reports to:</b>	Manager, Youth Employment Programs

### **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 behavior—we do the right thing, put people first, keep our promises and lead by example.

For over 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, child care, camping, employment & community services to over 120,000 participants annually.

### **Nature and Scope:**

The Early Childhood Assistant (ECA) is an employment and training program designed to provide training to youth ages 18-24 to become Early Childhood Education Assistants. This occurs through a multi-phased program beginning with a series of workshops and training sessions followed by practical work experience and on-going employment support.

This position has the primary responsibility for facilitating workshops and working directly with participants of the program to support with work placements. The position will involve assisting in setting up structure and process for the delivery of the program with appropriate consideration of the varying needs of program participants. Furthermore, this position includes community outreach in order to recruit participants. The work environment is very fast-paced, with differing needs for a high volume of program participants. The incumbent will work directly within a team of three staff.

### **Major Responsibilities:**

- Develop and facilitate workshops pertaining to Early Childhood Education, Child Guidance Practices, Child Protection, general employability, and job maintenance skills
- Assist program participants in the creation of an Action Plan to map out goals for employment and/or training
- Adapt and update workshop curriculum to ensure engaging and relevant material
- Relationship building with multiple stakeholders including referral agencies and community organization,, government agencies and businesses
- Conduct outreach in order to engage and recruit suitable participants
- Recruit potential employers for work and volunteer opportunities for participants
- Match participants with employers that align with their goals and that will support long term attachment to the labour market
- Provide follow up support to program participants who have completed the program

- Maintain accurate case notes, reports and statistical information

**Skills & Qualifications:**

- Post-Secondary Education in a related discipline, or equivalent work experience
- Experience in a child care setting, an asset
- Experience working with youth or persons facing barriers
- Experience with developing and facilitating community based programming and services
- Strong facilitation skills with proven experience in developing curriculum in life, employability and computer skills within an employment program setting
- Ability to be flexible, adaptable and multi-task in high demand environment
- Computer proficient – Microsoft Office (including Excel, Outlook, Word, and PowerPoint)
- Emergency First Aid/CPR-C Certificate required (can be obtained with first 30 days of employment)
- 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

**Competencies:**

In addition to bringing a commitment to YMCA vision and values, the candidate should possess the following competencies:

**Leading Self**

- Evolve in Professional Capability – Commit to being better
- Achieve Excellence and Authenticity – Show up with the best version of you

**Leading Others**

- Develop the Potential in Others – Help people grow and lead
- Create a Culture of Connection – Build bridges between people and partners

**Leading Mission**

- Think and Act Strategically – Make good decisions and act on them
- Make an Intentional Impact – Advance the strength and cause of the Y

**Application Process:**

**Internal Applicants:** Please apply online through the ADP Workforce Now Career Center.

**External Applicants:** Please apply using the link below:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2b4cd153-66c2-4524-9a1c-714e9e1780df&cclid=19000101\\_000001&jobId=283617&source=CC3&lang=en\\_CA](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2b4cd153-66c2-4524-9a1c-714e9e1780df&cclid=19000101_000001&jobId=283617&source=CC3&lang=en_CA)

**Application Deadline:** 6:00pm on May 19, 2019

*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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