

**Job Description:** Program Facilitator

**Reports To:** Director of Programs

**Overall Purpose:** *Power To Be* inspires youth and families in need of support to discover their limitless abilities through nature-based programs. The Program Facilitator leads and/or co-facilitates participant-centred outdoor recreation programs locally and in more remote locations. Primary responsibilities of the position include program facilitation, participant care, facilitating risk management and program logistics, supporting intake and administration, and working with volunteers and community partners.

**SPECIFIC JOB RESPONSIBILITIES:**

PROGRAMS – The Program Facilitator will:

- Facilitate programming and support participant intake consistent with the mission, values and policies of *Power To Be*.
- Assist with developing and implementing programs and curriculum (including preparation and transportation) for a variety of participants that support their abilities, expand their horizons and enrich their quality of life.
- Consider and adhere to risk management and participant protection policies and procedures in programmatic decision-making.
- Assist with any program or staff incident reviews where requested.
- Maintain proper program procedures and paperwork; ensuring ethical guidelines, participant protection, privacy protection, risk management and other related policies and procedures are followed always.
- Provide timely assistance in administrative functions such as pre-program documentation, progress reports, external and internal communications, log books, vehicle use, receipt management, participant files, and program evaluation and tracking.
- Understand and use program systems and events calendars.
- Actively maintain and cultivate community partner and volunteer relationships.
- Review a quarterly work plan in conjunction with the Director of Programs; set work and vacation schedule with the Director of Programs to ensure adequate coverage.
- Support the direct care and maintenance of *Power To Be* equipment, vehicles, facilities, electronics and other assets.

PEOPLE – The Program Facilitator will:

- Be a support to co-workers, volunteers and stakeholders; assist co-workers with their responsibilities in their absence as required.
- Contribute to a positive and dynamic working culture congruent with the values of *Power To Be*.
- Participate in meetings, and support biweekly staff meetings as required.
- Adhere to all *Power To Be* policies and guidelines, and applicable legislation as they relate staff and volunteer practices.

FINANCE – The Program Facilitator will:

- Understand, and implement proper fiscal controls for program expenses.
- Submit all documentation in a timely fashion.

ADVANCEMENT – The Program Facilitator will:

- Support community and fundraising events as directed.
- Attend and present at conferences, job/resource fairs and *Power To Be* functions as directed.
- Adhere to brand standards.

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**GOVERNANCE** – The Program Facilitator will:

- Contribute to the monitoring and achievement of the annual plans and associated goals in support of the strategic plan and vision of *Power To Be*.

**OTHER** – The Program Facilitator will:

- Maintain a primary workspace at one of the designated *Power To Be* work sites.
- Support office safety, wellness and security.
- Performs other related duties, as required.

**Particular Working Conditions** The position involves evening, weekend, overnight and multi-day commitments. Working outside in inclement weather and ability to perform physically demanding tasks (i.e. moving loaded kayaks, multi-day hikes) is required at times.

**Requirements** The successful candidate must possess the following:

- Minimum of two years of progressive experience facilitating or leading outdoor recreation programming
- Valid Class 5 Driver's license with a minimum of two years safe driving experience
- Post-secondary education in a related field
- Experience with people that live with a barrier, disability or other significant life challenge(s), or youth and family work
- Demonstrated competency in outdoor pursuits including sea kayaking (SKGABC certification or equivalent required)
- Current 40-hour wilderness first aid and CPRC certification
- Proficiency in the use of computers including Office 365 and the internet
- In consideration of the mission we serve, enjoys a healthy and active lifestyle

**Assets** The successful candidate may possess the following:

- Working knowledge of trauma-informed care, behavioural intervention, progressive curriculum and/or risk management practices
- Current 90-hour wilderness first aid certification
- Valid class 4 driver's license
- NLS and/or Bronze Cross
- Experiencing using a CRM or database use

### **Terms of Employment**

**Location:** Victoria

**Position:** Program Facilitator

**Reports to:** Director of Programs

**Term:** May to September, may be opportunity for term extension

**Hours:** 40 hours per week

**Compensation:** \$650 – 865 per week, commensurate with experience

Please submit applications that clearly articulate qualifications to [jobs@powertobe.ca](mailto:jobs@powertobe.ca) by May 4<sup>th</sup>, 2017. We will be reviewing applications as they arrive. \*\*\*Please submit your application promptly\*\*\*

- Only shortlisted candidates will be contacted.
- As per the Ministry of Justice requirements, job offers are contingent on submitting to a criminal record check.

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- This position may be eligible for Canada Summer Jobs funding. Optionally you can indicate if you are a full-time student aged 15-30 years intending to return to your studies in the next school.