



# Facilitator

## Job Description

<b>Position Title:</b>	Facilitator
<b>Reporting to:</b>	Program Coordinator
<b>Position Type:</b>	Part-Time
<b>Schedule:</b>	Weekdays
<b>Salary:</b>	\$19.25 to \$25.29

## POSITION OVERVIEW

The facilitator is responsible for conducting workshops in school or community settings, working directly under the program coordinator.

## RESPONSIBILITIES:

- Implement and maintain effective behavioral management strategies to create a conducive learning environment.
- Lead and animate group sessions to foster an interactive and supportive learning atmosphere.
- Provide students with concrete strategies/skills relevant to the program being provided.
- Utilize conflict resolution skills to address and mediate student conflicts effectively.
- Engage in active listening to understand and address student concerns.
- Offer guidance and support to students in both one-on-one and group settings.
- Exhibit strong time management skills to ensure the efficient execution of program sessions.
- Serve as a mentor to students, providing ongoing support and encouragement.
- Prepare and distribute learning materials for each session, ensuring students have the resources they need.

## QUALIFICATIONS AND SKILLS:

- Minimum high school diploma.
- Less than a year experience facilitating groups in a school, community or group home setting.
- Experience working with at youth and families a major asset.
- Bilingualism (French and English) is required in order to communicate effectively with our English-speaking clients and respond appropriately to their needs.
- Team player; strong interpersonal skills; able to work independently, yet in great collaboration with colleagues.