

Job Posting

Program Facilitator

Evermore Gather Grow Lead Inc.

Evermore Gather Grow Lead Inc. is a stable and trusted presence in Winnipeg's West Central Community, providing high-quality recreational and developmental programming for area youth.

Mission Statement: *Evermore Gather Grow Lead Inc. inspires children through quality recreational opportunities*

Vision Statement: *Building Community Through Children*

Core Values: *Valued & Honored, Empowerment, Stable & Consistent, Meaningful Relationships, and Positive Growth*

Job Profile

The Program Facilitator is responsible for leading activities, ensuring participant safety, and supporting program objectives. The Program Facilitator supports Evermore's mission and vision through delivering recreational programs and creating a safe, engaging environment for children in the West Central neighborhood of Winnipeg.

Key Responsibilities

- **Program Delivery and Management**
 - Lead structured and free-play activities for children aged 6-17, fostering positive role modeling and engagement.
 - Supervise children during programs, supporting their engagement in activities and managing any behavioral issues appropriately.
 - Prepare and manage program resources, including setup, cleanup and equipment maintenance.
 - Encourage inclusive participation by being mindful of participants' diverse backgrounds and adapting activities as needed to ensure all children feel welcomed and engaged.

- **Program Records and Reporting**
 - Complete registration processes and maintain precise attendance records in accordance with Evermore's guidelines.
 - Maintain accurate program records, including participant data, activity reports, and attendance logs.

- **Collaboration and Communication**
 - Coordinate with Evermore team members to ensure cohesive program delivery and resolve any logistical issues on-site.
 - Participate in Evermore meetings and training sessions to align with organizational objectives and enhance skills.



- **Risk and Crisis Management**
 - Respond quickly and effectively to emergencies, maintaining confidentiality and following Evermore's policies.
 - Document and report risk situations
- **Volunteer Management**
 - Oversees and directs Evermore Volunteers

Required Qualifications

- **Education:** Post-secondary education in a related field (preferred).
- **Experience:** 1-2 years of experience in program delivery for children in a cross-cultural context.
- **Skills:**
 - Strong communication and interpersonal skills.
 - Ability to problem-solve, make decisions, and manage conflicts effectively.
 - Knowledge of child development, recreational programming, and safety protocols.
- Valid emergency first aid and CPR certification is required.
- Must pass background checks with the Child Abuse Registry and the Winnipeg Police Department.
- Ability to physically participate in activities with children and youth aged 6-17.

Desired Qualifications

- Strong communication skills, both written and verbal
- Problem-solving skills with the ability to think strategically and analytically.
- Experience in fundraising and event planning.

Hours and Wage

- 2 hours a day, up to 6 hours a week, some evening shifts may be required
- \$15.80 an hour
- Position starts January 6, 2025

How to Apply:

- Please submit a resume and cover letter by email to info@evermoreggi.com

APPLICATION DUE DATE: January 31, 2025 at 4:00pm

Thank you to all who apply, only those selected for an interview will be contacted

