

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 and youth through quality recreational opportunities*

Vision Statement: *Building Community Through Children*

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

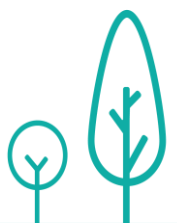
Job Profile

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 and youth in the West Central neighborhood of Winnipeg.

Key Responsibilities

1. Program Delivery and Management

- Actively deliver programming that aligns with Evermore's mission and values.
- Lead structured and free-play activities for children aged 6-17, fostering positive role modeling and engagement.
- Encourage inclusive participation by being mindful of participants' diverse backgrounds and adapting activities as needed to ensure all children feel welcomed and engaged.
- Ensure the safety of all participants by adhering to Evermore's safety rules and emergency protocols.
- Prepare and manage program resources, including setup, cleanup and equipment maintenance.
- Supervise children during programs, supporting their engagement in activities and managing any behavioral issues appropriately.
- Ensure program areas are clean, organized and stocked with necessary supplies.
- Participate in ongoing training and development to improve skills and stay informed on best practices in recreational and youth programming



2. 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.
- Assist with collecting and recording program data (e.g., attendance, engagement levels) to support evaluations and impact assessments conducted by the Program Manager.
- Engage with program participants to gather informal feedback and share insights with the Program Manager to help shape future programming.
- Protect the privacy and confidentiality of member files in compliance with Evermore's policies.

3. Collaboration and Communication

- Coordinate with the Program Manager to incorporate participant feedback and improve programming.
- Maintain open communication with school administration and staff, parents, caregivers and community members, representing Evermore in a professional and supportive manner.
- Participate in Evermore meetings and training sessions to align with organizational objectives and enhance skills.
- Coordinate with Evermore team members to ensure cohesive program delivery and resolve any logistical issues on-site.

4. Risk and Crisis Management

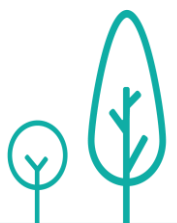
- Respond quickly and effectively to emergencies, maintaining confidentiality and following Evermore's policies.
- Identify and address potential risks within program areas
- Adhere to Evermore's privacy protocols, ensuring participant files are secure.
- Document and report risk situations promptly to the Program Manager

5. Volunteer Management

- Work with Evermore Volunteers, ensuring they are supported, engaged, and familiar with program expectations.
- Assist in training and guiding volunteers to ensure positive contributions to program delivery.

6. Flexibility Across Sites

- Facilitate programs at various sites (e.g., Greenway, John M. King, Wellington, Evermore HQ), as needed.
- Adapt to last-minute site changes when required to meet the program's needs.



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 8 hours a week, some evening shifts may be required
- \$16.50 an hour
- Position term: October 6, 2025- June 4, 2026

How to Apply:

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

APPLICATION DUE DATE: November 1, 2025 at 4:00pm

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

