

Beyond the Bell (BTB) Facilitator

Location: Burlington, Ontario

Position Type: Part-Time fixed-term contract

Hourly Rate: \$22.55/hour

Position Description:

The BTB Facilitator reports directly to the Area Supervisor of Beyond the Bell (BTB). This position is responsible for the co-ordination and direct program delivery at a Beyond the Bell location. The Beyond the Bell Facilitator will work as part of a team that will empower students aged 6-11 to reach their full potential by building capacity to engage and success in their education.

In this position, you will:

- Provides recommendations for hiring, coaching staff and conducting performance management activities.
- Conducts intake and assessment throughout the students' time in the program.
- Ensures positive, professional communication with children/families and responds promptly to all requests, inquiries, and concerns.
- Designs, implements and evaluates child centered individual action plans.
- Consults with LRT (learning resource teacher) at site.
- Conduct outreach and marketing to local school, parent and students
- Provides orientations, training, supervision, and general performance management of staff including the planning and organizing of staff and program schedules.
- Oversees and supervises parent/volunteer activities, conferences and programs.
- Acts as the YMCA liaison and attends and participates in community meetings and events as required.
- Provides direct program delivery at the Beyond the Bell site.
- Prepares written reports and coordinates the collection/analysis of statistical data as required.
- Completes assigned evaluations and reporting requirements.
- Foster and participate in community partnerships, initiatives and outreach activities to facilitate greater community engagement and understanding in serving the needs of vulnerable students.
- Maintain accurate and up-to-date child files and documentation.
- Manages a program budget; monitors program inventory supplies.
- Responsible for purchasing supplies and equipment, moving/unpacking supplies and setting up at program site.
- Some travel required between Beyond the Bell site and the YMCA and field trips as scheduled.
- This position requires availability to work a regular schedule Monday to Friday from 3:00 p.m. to 6:00 p.m. (after school hours) with ability to maintain a flexible schedule to manage issues, concerns, and problems as they may arise.

You bring:

- Post-secondary education or enrollment in a college or university program related to Child and Youth Studies, Recreation and Leisure, or related field or equivalent work experience.
- Valid certificate in Standard First Aid and CPR-C.
- Previous work experience supervising staff and working with children is preferred.
- Commitment to providing program delivery for children.
- Strong computer skills, proficient in Microsoft Office.
- Experience in tutoring students with literacy and numeracy.
- Ability to build positive working relations with students.
- Demonstrated knowledge of anti-racism and cultural sensitivity awareness.
- Experience working with students with different learning abilities and/or other special needs.
- Self-motivated and able to work well independently and in a team environment.
- Experience and sensitivity in dealing with members of different cultural and racial backgrounds, including visible and invisible dimensions of diversity.
- Ability to work in an efficient manner both independently and as a part of a team.
- Experience working directly with children and/or vulnerable populations.
- Knowledge of child development and related “new” research.

Interested in applying? Please submit your resume and complete our online application form by following this link: [Beyond the Bell Employment Application](#)

The YMCA of Hamilton|Burlington|Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity.

We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply.

If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department at plc@ymcahbb.ca