

## Youth Program Facilitator - Part Time- Contract

### Job Posting

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#### About Us:

Malvern Family Resource Centre (MFRC) is an essential and trusted Community Hub that connects, engages, and takes collaborative action in supporting our communities to thrive. We use our public spaces, and our deep and authentic connections, to bring people together with a focus on those that need us the most. Each year, MFRC provides impactful, holistic, and highly accessible programs and services to several thousand children, youth, families, women, newcomers, and seniors. MFRC has recently launched a new strategic plan A Place Where You Belong.

#### The Opportunity:

Reporting to the Youth Hubs Coordinator, the Youth Program Facilitator supports the delivery of structured, prevention-focused programming for youth across MFRC youth hubs and partner school sites. This role is ideal for someone who enjoys direct facilitation, youth engagement, and supporting program delivery during after-school and evening hours.

The Youth Program Facilitator works closely with Youth Hub Workers and the broader Youth Team to create engaging, inclusive, and supportive spaces for youth, while contributing to basic evaluation and documentation requirements.

#### Key Responsibilities:

- Plan, facilitate, and support structured youth programs within MFRC youth hubs and partner school settings.
- Engage youth through interactive activities focused on recreation, wellness, life skills, leadership, and prevention.
- Conduct outreach to recruit and retain youth participants, both in-person and through community and school-based outreach.
- Create youth-friendly content for MFRC's youth-focused social media platforms (e.g., Instagram), including posts, stories, and basic promotion of programs and events.
- Build positive, trusting relationships with youth through consistent engagement and mentorship.

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- Support safe supervision of participants and contribute to inclusive, welcoming program environments.
- Collect attendance, participant feedback, and evaluation data, including surveys and informal feedback.
- Assist with documenting participation, outcomes, and program observations for internal and funder reporting.
- Collaborate with Youth Team staff on program planning, delivery, and cross-initiative activities.
- Support special events, workshops, and broader Youth Team initiatives as needed.
- Follow MFRC policies related to safety, confidentiality, and youth protection.

#### **Qualifications & Skills:**

- Post-secondary education or ongoing studies in Child & Youth Care, Social Work, Community Development, Recreation, Education, or a related field.
- Experience facilitating or supporting youth programs in community or school-based settings (paid or volunteer).
- Strong ability to engage youth from diverse backgrounds in group settings.
- Understanding of trauma-informed, youth-centred, and anti-oppressive approaches.
- Strong communication and interpersonal skills.
- Reliable, organized, and able to follow program plans and guidance from coordinating staff.
- Valid Ontario G Driver's License and access to a vehicle is an asset.
- CPR/First Aid and valid vulnerable sector police check is required.

#### **Terms of Employment:**

**Amount:** \$19.00 per hour

**Hours:** 15-25 hours per week. Shifts: Monday-Friday between 2:00-7:00PM. Weekend work may be required.

**Contract Term:** 1 year with possibility of extension based on performance

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## How to Apply

Please send your **cover letter and resume in one document (PDF format)** by e-mail to

[agaur@mfrc.org](mailto:agaur@mfrc.org) (Anjali Gaur, Manager, Youth Programs)

**Subject line:** FirstName\_LastName\_Youth Hubs Coordinator

Applications will be reviewed on a rolling basis, and candidates selected for interviews will be contacted directly.

MFRC is an equal opportunities employer. We embrace diversity and are committed to becoming an anti-racist organization. Our goal is to attract and retain highly talented employees from diverse backgrounds, allowing the Malvern community to benefit from a wide variety of experiences and perspectives that will shape our programs and services.

At MFRC, we understand that traditional hiring processes create barriers for individuals from underrepresented communities. We encourage talented individuals from diverse backgrounds to apply for positions within our organization, even if they do not meet all the listed requirements. We believe that qualifications extend beyond technical skills and academic achievements. We value the potential, passion, and diverse perspectives that individuals from different backgrounds can bring to our team.

If you are contacted by MFRC regarding this job opportunity and need accommodation through the hiring process, we would be happy to accommodate you.

Finally, figuring out where you want to work is a big decision, and we want you to have the opportunity to do your due diligence. We will welcome questions during the recruitment process; you can also expect to talk to current staff about their employment experiences and check the references of your planned supervisor.

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