



Employment Opportunity

Date: May 6, 2019

Title of Position: Workshop Facilitator

Program Locations: Halifax-Gottingen Street location

Terms of Employment: 6 month term

Salary: 37,500-42,000

Start Date: June 4th, 2019

Situation:

The YMCA of Greater Halifax/Dartmouth provides programs and services to people in the Halifax Regional Municipality encompassing the cities of Halifax and Dartmouth and the surrounding communities, as well as across the province of Nova Scotia. The Association has over 165 years of a rich tradition in meeting the changing needs of the community. Our YMCA provides services encompassing Health and Wellness, Employment, Childcare, Residential and Camp, Immigrant Services and Leadership Development. The Association employs 150 full-time and part-time staff and the community benefits from the annual contribution of over 300 YMCA volunteers.

Nature & Scope:

The YMCA of Greater Halifax/Dartmouth Employment Program delivers a comprehensive service for unemployed individuals in the HRM and surrounding areas. We provide one-on-one coaching, employment assessments, needs determination, case management, job development as well as linking clients to appropriate community resources. Reporting to the Coordinators of the YMCA Employment Centers, the Workshop Facilitator will be responsible for facilitating Information Technology (IT) and employment readiness workshops to clients.

Responsibilities Include:

- Ability to design, organize and implement group sessions with diverse client groups
- Good understanding of Adult Learning Principles
- Understanding of program evaluation concepts
- Facilitate group learning sessions leading to enhance employment related knowledge and skills
- Tailor workshops towards meeting specific career-life planning needs of clients
- Work with center staff to facilitate outcomes and evaluate results
- Provide one on one assistance in resume and coverletter development as well as one on one workshop material

Qualifications:

- Degree or Post-secondary education in Human Service field or related field of study or a combination of education and work related experience
- Experience in Micro Soft Word, Internet/ Email and use of data base programs
- Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check and proof of First Aid and CPR training. Employees will be required to attend YMCA child protection training.
- Valid driver's license and access to a motor vehicle is necessary for most positions.

Skills & Competencies:

- Good knowledge of community organizations, service providers, and referral agencies
- Ability to access and effectively use information and communication technology
- Adherence to inclusionary practice, ethical decision making, and respect for diversity
- Conduct research demonstrated networking, rapport building and communication skills
- Commitment to professional development and career self-management
- Proficient with MS Office applications and online communication tools

Related YMCA Competencies:

Service Orientation: Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience

Team Work: Participates actively in a team for organization effectiveness

Diversity: Appreciates that people with different opinions, backgrounds and characteristics bring a richness to the challenge or situation at hand

Problem solving: Identifies an issue, gathers and processes relevant information, comes up with possible solutions, selects appropriate responses and implements them

Integrity: Demonstrates responsible behavior at all times and maintains high ethical standards

To Apply:

Email your resume and cover letter in Word Format, merged into one document to: novascotiaworks@halifax.ymca.ca no later May 17, 2019 at 4 pm. Please indicate in the subject line the position you are applying for.

No telephone inquiries please.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted.