



Boys & Girls Clubs Big Brothers Big Sisters
of Edmonton & Area

A good place to be | start something

Community Programs Facilitator – Rogers Raising the Grade Program

Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area is an organization that believes in the promise of all children. Our team works with community volunteers, partners and other supporters to create safe environments for children to be between school and home and to provide caring mentoring relationships for children and youth. In 2014, we expect to support nearly 5,000 kids and their families through a variety of programs.

Boys & Girls Clubs Big Brothers Big Sisters is seeking individuals interested in the following position(s):

Competition Number: RRTG1114
Position(s) Available: One (1)
Status: Full-Time Position (37.5 hours per week)
Salary Range: \$40,000-\$45,000 annually

Rogers Raising the Grade (RRTG) is a program that helps young people aged 12 to 19 who are at risk of dropping out of school to explore, set, and achieve their academic and career goals. The RRTG program offers academic support, post-secondary and career discovery, and opportunities to use technology and quality online resources in RRTG Tech Centres.

The key responsibilities of this position will include:

- Recruiting, training and supporting RRTG mentors and volunteers as well as supporting other school based mentoring programs within the position portfolio.
- Ensuring that operating standards are met in terms of supervising RRTG youth and the RRTG Tech Centre, volunteer management, critical incident reporting and procurement of materials and services.
- Oversee the RRTG Tech Centre schedule (reserved hours reserved, drop-in hours and organized group activities) monitoring attendance and managing technical issues.
- In collaboration with RRTG Mentors and Tech Teachers, organize weekly activities to take place in the Tech Centre (academic or career-focused small group activities, guest speakers) or outside the Club (field trips to local PSE institutions).
- With support from the national office, ensure that contractual obligations with Rogers are met regarding RRTG Tech Centre set-up, and RRTG communications and special events.
- Contributing to program evaluation and continuous improvement activities, including: submitting program information to RRTG regarding milestones and outputs.
- Providing input into improving the program’s design and materials; facilitating annual program quality assessments and collecting participant report cards.
- Preparing and delivering the orientation sessions to youth and their parents.
- Working with schools to connect with families and the community.
- Working as part of a larger team within a community setting providing resources to all children and youth.



Boys & Girls Clubs



Big Brothers Big Sisters

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The successful candidate will have:

- University degree or college diploma in a related human service field. Individuals with an Education focus or background will be considered an asset.
- 2-3 years combined experience in a role involved with child and youth programming, classroom management, volunteer management and partnership development
- Experience in program development, implementation and assessment
- The ability to work effectively with youth ages 12-19 and have a solid understanding of youth issues.
- Experience working with technology in an educational/learning environment
- Experience in an educational setting
- Demonstrated good communication skills (both written and oral)
- Good presentation skills. Public Speaking an asset.
- Ability to exercise good judgment and sound decision making.
- Ability to work 2 evenings per week
- A valid driver's license and vehicle.

Candidates must be capable of performing independently as well as part of a team environment and have excellent interpersonal skills.

Boys and Girls Club Big Brothers Big Sisters of Edmonton & Area really is “a great place to be”. In addition to a competitive salary, we offer a supportive work environment, excellent benefits package and rewarding career opportunities.

Please forward your resume quoting the competition number **RRTG1114** by **November 20, 2014** to:

Attention: Human Resources
E-mail to kim.collister@bgcbigs.ca

No phone calls please. All applicants are thanked for their interest; however only those selected for an interview will be contacted.