



Vacancy Posting – Competition #2019-05-08 DF

Posting date:	May 8, 2019
Closing date:	May 24, 2019
Position:	***Diversity Facilitators*** (two positions)
Hours of work:	30 hours per week
Contract period:	June 17 and August 9, 2019
Location of work:	930 Balmoral Road, Victoria BC
Rate of pay:	\$17.00 per hour

The Inter-Cultural Association of Greater Victoria (ICA) helps individuals and organizations connect across cultures. We provide information, support and tools to help immigrants reach their goals. By engaging people through networks, education and arts programming, we create a welcoming community. ICA offers services for newcomers, including settlement and integration counselling, translation and interpretation, English classes, mentoring, volunteer matching, and peer support. We also provide outreach and education in the community through arts programming, as well as workshops on anti-racism, multiculturalism, diversity awareness, immigration and human rights.

Job description

Facilitate the integration of refugee and immigrant children and youth by developing, implementing and evaluating summer camp activities for the ICA Youth Summer Camps (ages 8-12 and 13-18 years old.) Facilitator will work with newcomers to Canada, members of a visible minority, children, youth and others with social barriers. Reports to the Family and Youth Services Coordinator.

Qualifications:

***This 8 week, 30 hours per week, position is funded by Service Canada (Employment and Social Development Canada).

- To meet eligibility, youth/student must:
 - be enrolled in post-secondary education and returning to studies in the fall;
 - be between 15 and 30 years of age at the start of the employment;
 - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment (international students are not eligible participants);
 - have a valid Social Insurance Number at the start of employment; and
 - be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Education within a field of Child and Youth Care, Education, Social Sciences, Early Childhood Education or related field is preferable.
- Proficiency in a major immigrant language is strongly desired.
- Experience working with immigrant and refugee children and youth from a wide variety of cultural and ethnic backgrounds is preferred.
- Knowledge of community resources would be an asset.

Responsibilities:

- Plan and organize logistical activities of summer day camps, such as: registration, snacks, field trips, booking facilitators.
- Communicate with external facilitators and artists to facilitate camp activities.
- Liaise with parents and caregivers regarding their children's participation in the activities.
- Build professional and friendly relationship with youth participants a in children and youth programs
- Facilitate project activities with children and youth participants.
- Evaluate projects with input from participants, facilitators and staff.
- Prepare final reports.
- Work with supervisor on project planning, delivery and evaluation.
- Support children and youth participants in summer youth programs.
- Liaise with project partners and sponsors.

Required skills and abilities:

- Experience:
 - implementing community-based programs either as a coordinator, assistant or leader;
 - coordinating projects;
 - working with immigrant or refugee children and/or youth;
 - delivering sports, leadership or arts, dance or music-based projects; and
 - working in a cross-cultural environment.
- Excellent communication skills, both written and verbal.
- Interest in gaining experience working within a non-profit community organization.

Additional information:

- Some work outside of regular office hours, including evenings and weekends, will be required.
- Flex time schedules will be made to accommodate non-regular work hours.
- Current, clear criminal record check, proof of completing WHMIS training and first Aid Certification are required as a condition of hire.

Closing date: Please submit a **cover letter and current resume**, noting relevant qualifications and experience to the Inter-Cultural Association of Greater Victoria, 930 Balmoral Road, Victoria, BC, V8T 1A8, Attention: HR Manager, **via email** to careers@icavictoria.org, by 4:30 pm on May 24, 2019.

Please quote Competition #2019-05-08 DF in subject line.

*Please note: This is a unionized position subject to the terms and conditions of our Collective Agreement and of our funding agreements with various funders. As per the Collective Agreement, eligible internal applicants will be given consideration with respect to filling the position prior to external candidates being hired. This position is open to applicants of all genders. This position requires union membership. Employees in a student employment/work experience program working for the first three months or less will not pay union dues but will be members of the Union and are supernumerary. **Only short-listed applicants will be contacted.***