

## Position Description

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### Position Title

Youth Activator

### Reports To

The Youth Activator will report to Executive Director and will work directly with a Program Coordinator.

### Position Overview

As peer-based contractors, Youth Activators use their skills and lived expertise to support our programs and services. Youth Activators are generally focused on a specific program, project, or event. This may include planning events and activities, facilitating workshops and hosting gatherings, and engaging peers and partners.

Youth Activators help ensure our programs and services are Youth Led and Peer Based and relevant for young people in and from care. Youth Activators will gain hands-on experience collaborating with other staff and partners to execute a project.

### Responsibilities and Duties

1. Assists with the planning and implementation of a program/project/event.
2. Researches, analyzes, and summarizes information.
3. Assists with writing, editing, and contributes to the development of program and promotional materials.
4. Encourages effective partnerships that support the program/project/event.
5. Facilitates or hosts in person and virtual workshops, activities, and events.
6. Engages youth and encourages their ideas, participation, development, and leadership.
7. Develops meaningful relationships and provides peer-support where appropriate.
8. Supports facility set up and take down for the program/project/events.
9. Assists with the developing and conducting relevant evaluations of program/project/event activities.
10. Performs miscellaneous duties as assigned.

## Competencies

**PEOPLE & INTERPERSONAL SKILLS** – Actively Builds Relationships and Partnerships; Maintains Professional Boundaries; Understand Social and Political Dynamics; Responsive to Others Needs; Demonstrates Honesty and Integrity; Trustworthy; Active Listener; Addresses Conflicts Positively; Collaborative; Encourages Others; Encourages Accountability; Tactful and Considerate; Supports Feedback; Friendly Demeanor; Strengths Based; Compassionate and Empathetic; Consistent; Shares Perspective

**DELIVERS RESULTS** – Keeps Commitments; Meets Deadlines; Sets Relevant Goals; Persistent; Overcomes Obstacles; Dependable; High Level of Output; Accurate; Achieves High Quality Outcomes; Focused; Efficient; Follows Policies & Procedures; Follows Direction

**PROMOTES EQUITY, DIVERSITY & INCLUSION** – Maintains a Broad Prospective; Respects All People; Recognize and Embraces Differences; Understands Impact of Systemic Barriers and What Creates Inequitable Outcomes; Creates Common Ground; Aware of Biases; Open; Non-Judgmental; Culturally Appropriate; Can Intervene Effectively When Allyship is Needed

**SELF AWARENESS & DEVELOPMENT** – Practices Self Care; Demonstrates Resilience; Continuous Learning & Reflection; Utilizes Strengths; Displays Confidence; Demonstrates Passion for Work; Positive Attitude; Recognizes Capacity

**PROJECT MANAGEMENT** – Delegates; Integrates Ideas; Sets Expectations; Celebrates Milestones; Provides Direction; Effective Planning; Keeps Organized; Manages Multiple Demands; Decisive and Sound Judgement; Sets Realistic Goals; Develops Contingency Plans; Time Management; Maintains Safety; Purposeful Meetings; Motivates Others

**COMMUNICATION** – Understands Audience; Shares Information; Articulates Thoughts Clearly; Factual; Uses Good Grammar, Spelling, and Sentence Structure; Uses Various Mediums; Straightforward and Logical Content Delivery; Engages Audience

**DIGITAL SKILLS** – Maintains information security and integrity; Effectively uses various digital tools and platforms

**PROBLEM SOLVING** – Analyze Problems; Evaluates Information; Considers Alternatives; Considers Consequences; Generates Effective Solutions

**CREATIVITY & INNOVATION** – Thinks Outside the Box; Generates and Builds on Ideas; Encourages Healthy Risk Taking; Fails Forward; Encourages Continuous Improvement; Forward Thinking; Embraces Change; Builds Best Practice; Takes Initiative; Resourceful

**PROFESSIONALISM** – Shows up on Time; Follows Dress Code; Communicates Schedule Changes; Maintains Organized Workspace; Respects Shared Spaces

**YOUTH ENGAGEMENT** - Involves other youth in planning and in making decisions that affect themselves, others, and our organization

**YOUTH DEVELOPMENT** - Focuses on other young people's gifts, talents, current skills and abilities, as well as their potential for further develop in these areas. Provides youth with a positive, strengths-focused approach to personal development

**YOUTH SUPPORT** – Helps other youth to connect with the resources and supports they need; Helps other youth to advocate for themselves

**GENERAL ADMINISTRATION** - responds promptly to phone calls and emails; keeps electronic and paper records updated; submits expense reports & payment requests in timely manner

## Qualifications & Requirements

- Criminal Record with Vulnerable Sector Check Clearance Letter if 18 and over
- Standard skills with Microsoft suite of programs (I.e. Teams, Planner, Office, Outlook, etc.)
- Keyboarding ability at 40 words per minute with 70% accuracy
- Knowledge of child welfare system in BC and the needs and issues of youth impacted by this system.
- Completion of the following Fed trainings\*:
  - Exploring Leadership
  - Public Speaking
  - Facilitation
  - Peer Support
  - Justice, Equity, Diversity and Inclusion
  - Self-Care and Sustainability

\*If you have not previously completed these trainings, you will be given the opportunity to complete self-directed trainings on your own time/schedule. On average, a training takes 2hrs to complete. All trainings must be complete by the end of your orientation.

## Work Environment & Conditions

- Mainly Office Environment with Long Periods of Sitting and Computer Use
- Some Off Site and/or Overnight Programming usually in a Camp like Setting
- May require Travel within and outside of BC
- Moving and lifting a variety of items weighing up to 25 lbs