


GENERAL INFORMATION

Job Title:	Art Room Facilitator	
Department:	Programming	
Date of Job Description:	September 2024	
Immediate Supervisor:	Program Manager	

JOB DESCRIPTION SUMMARY

Under the supervision of the Program Manager, the Art Room Facilitator works as part of the programming team to engage the community youth in various programs and activities offered at the Kahnawà:ke Youth Center. The Art Room Facilitator acts as a positive role model, responsible for the day-to-day implementation of arts and crafts and cultural activities to community youth.

CORE RESPONSIBILITIES AND DUTIES

Core Responsibilities	Duties
To facilitate programs related to arts and crafts, culture, and education, in conjunction with the Programs Managers.	<ul style="list-style-type: none"> • Facilitate art activities and determines resources and supplies required. • Develop and implement creative lesson plans and projects. • Provide guidance and support to participants of all skill levels. • Passion for inspiring others through art and activity. • Handles emergency situations that arise according to established protocols. • Maintains an organized and clean work area and ensures all programming areas are put in order at the end of each day. • Ensures safety precautions are adhered to and enforced related to programming activities. • Participates in planning of regular and special programming activities and submits ideas for special projects or activities. • Advocates an equal opportunity environment and implements practices supportive of diversity and ability. Adapts programming to varying levels depending on participants. • Encourages the use of Kanien'keha amongst participants and incorporates language into the programming. • Demonstrates ideals of a positive role model. • Encourages a positive attitude and healthy lifestyle to members. • Assists in increasing the level of socialization amongst all participants. • Administers first aid treatment for minor injuries and accidents. • Intervenes and implements tactics to provide a safe, harmonious environment for members, prohibiting negative behaviours such as bullying, etc.
To perform programming administration tasks.	<ul style="list-style-type: none"> • Completes monthly reports in relation to programming activities. • Completes documentation and reports such as Incident and Accident reports for events that occur. Ensures filing and follow up. • Ensures all programming supplies and equipment are maintained and operational. Reports any issues, replenishment needs or repairs to immediate supervisor for follow up. • Communicates with parents and/or guardians on any issues experienced with members. Reports any incidents to immediate supervisor. • Offers feedback on KYC programs and activities with Programming Team. • Participates in staff orientations, meetings and related training sessions.

Performs any other job-related duties as required by the Immediate Supervisor.

ACCOUNTABILITY

- To act in emergency situations and make immediate decisions according to established safety protocols.
- To provide a safe environment for KYC members to participate in programming activities.
- To ensure the successful implementation of KYC programming.
- To provide supervision and guidance to KYC members while they participate in programming activities.
- To determine the most effective ways to organize KYC activities to maximize KYC member participation.
- To decide on the best methods to promote KYC programming and activities to the community.
- To gauge interests of the KYC members and develop ideas to adapt programming to meet those interests in conjunction with the Programming Team and Programs Managers
- To project the lifestyle of positive role model.
- To maintain confidentiality and adhere to KYC policies and procedures.

WORKING CONDITIONS

- 20 hours per week, Monday to Friday.
- Moderate stress levels associated with working and interacting with children in a supervisory capacity.

QUALIFICATIONS

Education and Experience Requirements	<ul style="list-style-type: none">• Bachelor's Degree in Art related field plus two (2) years relevant experience OR• DEC in Art related field plus three (3) years relevant experience in OR• High School Diploma and five (5) years relevant experience• Current Certification in First Aid and CPR• Previous volunteer experience is preferable
Knowledge, Skill and Ability Requirements	<ul style="list-style-type: none">• Excellent communication and leadership skills• Ability to develop and implement creative and engaging art activities.• Experience in program development and planning• Problem solving skills• Knowledge of computer programs (MS Office)• Ability to work with children at different levels of development• Knowledge of the community of Kahnawà:ke awareness of youth, cultural and socio-economic issues facing the community• Sensitivity and openness to cultural traditions, diversity, and willingness to adapt services to reflect cultural traditions and norms• Lifestyle of a positive role model• Strong interpersonal skills including tact, maturity and sensitivity to individuals and conditions in different cultural and organizational contexts• Knowledge of Kanien'keha and French languages are an asset

Incumbent

Date

Immediate Supervisor

Date

Director of Operations

Date