

Job Title: CRESTON VALLEY YOUTH NETWORK FACILITATOR	Department: CRESTON VALLEY YOUTH NETWORK	Division: CORPORATE SERVICES
Classification: EXEMPT – PERMANENT P/T	Supervisor's Title: DIRECTOR OF CORPORATE SERVICES	Date: MAY 2025

JOB SUMMARY:

The mission of the Creston Valley Youth Network (CVYN) is to educate and empower youth to improve their wellbeing, physical and mental health. This is achieved through inclusive, positive programming working to build confidence, inspire passion and have fun!

Reporting to the CVYN Coordinator, the CVYN Facilitator is responsible for delivering programming and leading activities for participants between the ages of 12 to 18 years such as community scavenger hunts, dinner nights, creating podcasts, and more. The Facilitator will be a part of a collaborative team to develop programs and create a fun and safe space for all participants. This is a permanent part-time position (up to 15 hours per week).

IMMEDIATE SUPERVISOR:

CVYN Coordinator.

JOB RESPONSIBILITIES:

1. Advocate for youth in the community.
2. Establish and ensure a safe and inclusive space for youth to meet and work from.
3. Assist the CVYN Coordinator with all aspects of the youth programming and events, facilitating events as required.



4. Develop partnerships and working collaborations with youth, caregivers, Basin Youth Network, Network Advisory Committee, local government, community volunteers and organizations.
5. Support and assist youth participation and engagement in meaningful youth directed activities and community engagement.
6. Organize, coordinate and facilitate Teen Action Committee meetings.
7. Develop and provide content/updates for Town of Creston website, newsletter and social media.
8. Assist CVYN Coordinator with development, delivery, management and evaluation of the program and budget.
9. Perform other related duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

1. Strong written and oral communication skills, time management, interpersonal, negotiation, mediation and leadership skills, and have strong practical problem-solving abilities.
2. Ability to work with and inspire youth between the ages of 12 to 18 years; be fun and responsible.
3. Good organization skills and be self-motivated.
4. Ability to work independently and with limited supervision while managing competing priorities and time efficiently.
5. Excellent computer and research skills.

JOB REQUIRED QUALIFICATIONS:

1. Grade 12 graduation or GED/CAEC.

2. Valid BC Driver's license, Class 5.
3. Ability to provide satisfactory Police Information Check (Vulnerable Persons and Youth specific).
4. Valid First Aid (OFA 1) certificate or be willing to obtain within three months of hire.
5. Be willing to work a flexible schedule including evenings and weekends as required.

GENERAL WORK EXPECTATIONS & CONDITIONS

- Flexibility in terms of work hours and job requirements. Normal work week is up to 15 hours per week. Afternoon/evening and weekend work is required.
- Work location is primarily the Creston Valley Youth Network facility.
- Eyesight must be in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
- Hearing must be in the normal audio range with or without correction.