

Project Facilitator

Intergenerational Woodworking Initiative

Part-time, Temporary Position

Intersections Wood Collaborative (IWC), a non-profit in Owen Sound, is seeking an individual to coordinate a grant funded project over the summer of 2024. We are looking for an enthusiastic, organized “people person” to make this an enjoyable experience connecting youth and seniors making things together in our wood working shop.

- Location: 299 10th Ave East in Owen Sound Ontario. There is no remote working option. Our wood shop/studio is central, accessible and served by transit.
- Pay: The hourly rate for the position is \$25/hr.
- Hours per Week: 4 days per week 5 hours per day. Mon-Thurs 10 AM to 3 PM (With some flexibility)
- Start date: May 27 2024 Finish date: August 30 2024

Please submit your response by 5 PM Friday April 12 2024 by email at info@intersectionsOS.org using the subject line “Program Facilitator Application”. Please supply your resume and a cover letter highlighting relevant experience and why you are interested in the position.

See our website at <https://intersectionsstudio.com/> or Facebook here for more information: <https://www.facebook.com/intersectionswoodcollaborative>

Duties and Responsibilities

Under the supervision of a Board designated project manager the facilitator will:

- Assist the volunteer project manager(s) to plan the activities for the summer program, including the projects the youth will build and budget allocations for materials and supplies;
- Liaise with the youth serving agencies in the community to ensure appropriate communications;
- Participate in recruiting youth by meeting with potential youth participants and helping select appropriate participants;
- Contact youth participant parent/guardians to collect emergency contact information
- Receive and record receipt of fees from participants or agency sponsors;
- Coordinate with the project manager and shop steward to ensure all materials and supplies for each session are available (this may involve lifting and machine operation);
- Monitor participant and mentor behaviour during the session activities and identify any concerns and follow protocols to respond or resolve them;
- Schedule shop safety instruction for each session with the shop safety instructor;
- Monitor participant and mentor activity and ensure safety rules are being followed;
- Coordinate with a contracted caterer to ensure lunches for participants are picked up, refrigerated properly and that clean-up occurs;

- Close and open the shop for access by participants;
- Collect testimonials and take photos of participants and projects to document outcomes and impacts;
- Support social media outreach publicizing the initiative with photos and/or text for email newsletters and the like; and,
- Other duties and responsibilities as assigned which may include for example, assisting with clean up as needed (e.g. returning tools and equipment to the proper locations, sweeping shop floor etc).

Experience and Qualifications

1. Ideally you will possess *experience in working with youth and/or teenagers*. Any previous leadership experience such as camp counselling, teaching, volunteer positions (e.g. sports coaching) will be considered relevant.
2. *Volunteer coordination experience* will be considered an asset as will any personal volunteer roles that demonstrate understanding of a non-profit or community serving organization.
3. *Demonstrated communication abilities* – presentations, public speaking or instructional capacity.
4. You should possess *diplomacy and tact* to defuse any interpersonal conflicts which may arise among participants.
5. *Wood working skills and interests are preferred* and/or more generally someone who likes making things and supports the arts and crafts would be a desirable characteristic for the facilitator.

A driver's licence and access to a vehicle would be an asset to enable tasks such as picking up supplies from vendors.

NB The position description above indicates the general nature, level and anticipated scope of the work. The actual schedule of work hours may be negotiated if necessary. Those without a complete set of qualifications may still be considered for the role and the range of job duties adjusted accordingly. Nor should the job description be interpreted as an exhaustive list of all duties, responsibilities and qualifications required of the position. This position is currently time and term limited as a consequence of the grant funding. Nonetheless Intersections will be raising funds and offering revenue generating programming over the long term to undertake more activities and so if you are interested in any potential opportunities to work with us which may arise in the future please indicate this in your cover letter.

Our commitment to an inclusive workplace

The Intersections Wood Collaborative encourages application from all qualified individuals. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting us at info@intersectionsos.org