



Employment Liaison

Our Mission

To provide a safe supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Position Summary

Reporting to the Manager of Youth Services, Boys and Girls Club of Airdrie is seeking an Employment Liaison, who will be responsible for the facilitation and implementation of the Youth Employment and Skills Strategy “Breaking Barriers” program. This program is for youth aged 15-30 years old, with a core focus on recruiting, negotiating, monitoring and evaluating work experience placements for youth and assisting the Employment Coach and Case Worker with the facilitation of Employment Skills Training.

Key Responsibilities include but not limited to:

- Negotiate and secure work placements with employers outlining dates and location of training, job duties, expectations, evaluation processes, risk management, and monitoring arrangements.
- Coach, support and monitor participants in the initial stages of employment and maintain relations with employers.
- Establish and maintain a network of Employers.
- Assist those who have lost/not found their work experience placement with finding an alternative placement.
- Provide support and encouragement during the work experience conducting regular monitors as required.
- Monitor placements through visits at least once during the first two weeks, mid-way during the work experience and then during the last two weeks.
- Assist Employment Coach with Recruitment, assessments, interviewing and selecting eligible youth participants ages 15-30.
- Assist in the facilitation of the six weeks of in-class workshops focusing on employability skills over multiple intakes.
- Develop and implement program feedback and evaluation.
- Maintain information systems to track information on participants, project activities and employers.
- Responsibilities will also include daily administrative and operational duties.
- Complete all required reporting, final reports, follow up, and outcomes measurements.

The successful candidate(s) for this position will possess the following qualifications:

- Experience facilitating and implementing group-based programming for youth ages 15-30.
- Ability to create and sustain strong community and other meaningful partnerships that support youth engagement toward employment services opportunities.
- Strong facilitation and training skills for youth learners and are Independent, self-motivated and comfortable working with youth.
- Excellent written and verbal communication skills.
- Demonstrated ability to meet deadlines and handle multiple tasks.
- Strong working knowledge of MS Office software – Outlook, Word, Excel, etc. .
- Attentiveness to detail and thoroughness of work that is completed by youth participants.
- Current First Aid & C.P.R. certification required.



Boys & Girls Club
of Airdrie

- University Degree / Diploma in Communications, Sales, Education, Social Services or a related discipline or equivalent experience related to youth serving organizations.
- Knowledge of local labor market.
- Child Information Check and Police Check.
- Reliable Vehicle.

Hours of Work

37.5 hours per week

Wage Rate

\$18.00 per hour.

Submit resumes and cover letter stating position applying for to Cheryl Cresine, Manager of Youth Services at the Boys and Girls Club of Airdrie by Email:

ccresine@bgcairdrie.com

Closing Date: When successful candidates are found. Thank you to all applicants, only those selected for an interview will be contacted.