



Program:	Youth Awareness
Position Title:	Youth Awareness Coordinator (FAN Club)
Position Location:	Owen Sound
Employment Status:	Temporary Full Time (12 months)
Number of Positions:	1
Reporting Relationship:	Youth Awareness Supervisor
Union Representation:	n/a
Posting Reference #:	2021-03

The Grey Bruce Friends and Neighbour's (FAN) Club program is a mental health awareness program for children ages 5 to 11 using child-sized puppets to talk about social issues affecting them – self-esteem, managing anger, managing feelings, peer pressure, dealing with bullies, differences and the importance of disclosure.

Duties & Responsibilities:

Provide the Grey Bruce Friends and Neighbours (F.A.N.) Club program locally

- Book, prepare for and deliver F.A.N. Club puppet presentations
- Update and disseminate F.A.N. Club promotional material
- Seek out presentation opportunities within local children and youth services, youth-focused groups, daycare, churches, community events and schools etc.
- Attend partnership and networking table meetings such as the WE C.A.R.E. Grey Bruce, Interagency committees, etc.
- Maintain an up-to-date list of children's mental health resources

Program Administration

- Maintain F.A.N. Club program scripts, puppets and program materials
- Create and plan additional children's mental health awareness activities (such as the MHW sunflower fun packages, Back to School Teddy Bear picnic, etc.)
- Maintain up to date resources for awareness events such as the Health Fairs, School events, etc.
- Create and distribute "take home kits" for elementary students
- Develop and implement program evaluation strategies from all stakeholders including children, teachers, school administrators, program partners, in accordance with established evaluation plans
- Liaise with public stakeholders to ensure that the program is visible and serving the target population
- Compile evaluation results
- Provide program updates to stakeholders such as teachers, school administration staff, and program partners
- Maintain program presentation statistics
- Manage and work within the approved program budget
- Assist in compiling a regular Youth Awareness team report to CMHA Board of Directors
- Provide reports to funders as required

Program and Children's Mental Health Awareness Promotion

- Work with the Media Relations coordinator and Youth Awareness supervisor to disseminate various forms of public relation materials related to the F.A.N. Club, children's mental health and CMHA Grey Bruce
- Manage and update the F.A.N. Club Facebook page and other social media apps

Volunteer Recruitment and Management

- Provide training to new students and volunteer puppeteers
- Provide mentoring to placement students and volunteer puppeteers
- Provide regular communication with volunteer puppeteer team members

Fundraising

- Work collaboratively with the CMHA Fundraising Coordinator and Youth Awareness Supervisor to implement a fundraising strategy
- Research and identify funding sources
- Complete reports for funders as required

Knowledge & Skills:

- Exceptional public speaking and interpersonal skills and thrives in a team environment
- Prior experience and a passion for working with children ages 5-11
- Experience with program planning and effectively managing program resources
- Ability to supervise, manage the time and efforts, and maintain the safety of program students and volunteers
- An affinity for working and collaborating with community agencies, stakeholders and the general public
- Knowledge and understanding of the need to have techniques and strategies for maintaining one's own good mental health
- Computer literacy – Microsoft Office, Outlook, social media apps, etc.
- An understanding and commitment to the values and vision of CMHA Grey Bruce
- A great sense of humour and ability to balance the seriousness of the work with maintaining one's own good mental health and wellness

Qualifications:

- College diploma in Social Services, Recreation or Education
- Minimum of 3 years experience working in the education, social services or related health care field
- An understanding and overall comfort with the literacy and promotion of good mental health for children and families
- Current First Aid and CPR certification
- Either have completion of or have a willingness to complete suicide intervention training (such as ASIST, SafeTALK, ASK, etc.)
- Non-violent Crisis Intervention training
- Valid driver's license, insurance and use of a reliable vehicle
- Ability to maintain confidentiality
- A satisfactory Criminal Records and Vulnerable sectors check

Rate of Pay (Hourly): \$20.20 - \$22.30 (5 step grid)

Hours of Work: 37.5 hours per week and some evening work will be required.
The normal work day is 8 hours, including a 30-minute unpaid lunch break

CMHA Grey Bruce is committed to providing a welcoming and inclusive workplace. We welcome employment applications from people with disabilities and provide accommodation upon request during the recruitment and selection process.

Interested applicants are required to send a cover letter & resume to:

recruiting@cmhagb.org

APPLICATION DEADLINE: January 19, 2021