

15641-96 Ave
Edmonton, AB, T5P 2R7
Ph/Fax: 780-481-2942
www.kidsontrack.org



HomeBuilders Facilitator Job Description

Location: Kids On Track Offices 15641-96 Ave

Hourly Wage: This is an intern position with the possibility of a \$1000 bursary at the completion of the project

Apply: Send a resume and cover letter to linda@kidsontrack.org

HomeBuilders Facilitator Overview:

- Assist in leading the 11 week HomeBuilders Program (program for children who have experienced death, divorce, or separation in the home)
- Provide administrative support for the HomeBuilders Program

Responsibilities:

- Attend 11 weeks of classes on Wednesday evenings plus training time
- Review curriculum and prepare weekly lessons for your own class
- Review curriculum and prepare weekly lessons for the other classes
- Implement lessons and activities that are outlined in the curriculum
- Process registrations- phone families for incomplete data, enter data into database
- Weekly attendance data input
- Weekly phoning of families
- Behavior management of children in your class
- Set up and tear down of your classroom area including returning all supplies
- Ensure all policies and procedures are followed
- Create a warm and welcoming environment for children
- Participate in a debrief meeting following each class
- Approximately 80 hours must be filled for this internship (11 evening classes, 5 hours per class, and approximately 25 hours of administration time, 5 hours of training time)

Qualifications:

- **Must be a professing and practicing Christian adhering to a Christian lifestyle and subscribing to the Statement of Faith and the Statement of Values and Beliefs of Kids On Track Association of Edmonton, must sign a Lifestyle Policy**
- Have a good understanding of child development and have experience leading children's groups and activities
- Must be punctual and reliable
- Must be able to work in a team setting
- Creative presentation experience is an asset (drama, puppetry, music, crafts, illusions)
- Must be competent in data entry, advertising, and organization of materials
- Must submit a Criminal Record Check and an Intervention Record Check

Ideal for someone with course work in:

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- Social work, counseling, child/youth work

Some specialized skills required:

- Must be a good listener
- Must be able to manage a classroom of up to 10 kids

What we will accomplish at the end of the internship:

- Learn how to assist children through the grief process
- Learn appropriate response techniques in group informal counseling times
- Experience all aspects of planning and executing a community program

Organization Profile:

Kids On Track is a Christian faith-based children's charity that serves disadvantaged youth and children in the West Edmonton area since 1992. As the Family Fun Nights provide the opportunity for mentorship, Christian Education and worship experiences, it is necessary for interns to teach from the Christian perspective and subscribe to the Statement of Faith and the Statement of Values and Beliefs of Kids On Track Association of Edmonton.