

JOB DESCRIPTION

Contract Position: Workshop Facilitator for the “Live Well, Take Action” Program

About the “Live Well, Take Action: Ambassador Program for East Asian Youth”

“Live Well, Take Action” is an after-school program that aims to engage East Asian youth in learning about wellness and how it can have significant impacts on self, others and society as a whole. The program focuses on topics, such as identity, culture, history, civic engagement and equity issues. Through arts, film and online platforms, students create community projects that will be publicly showcased. The “Live Well, Take Action” program is a collaboration between ALPHA Education and the Chinese Canadian National Council Toronto Chapter (CCNCTO), and is funded by the Ontario Trillium Foundation (OTF). For more information, visit the program website at: www.livewelltakeaction.com.

About ALPHA Education (Primary Collaborator Organization)

ALPHA Education is an educational, non-profit, and registered charity in Canada that promotes a critical historical investigation of the events of World War II in Asia. We achieve this mission through education programs, advocacy initiatives, and events along four strategic directions: engaging educators and students, empowering youth, supporting research, and connecting with the community. Through ALPHA’s education programs, students develop historical thinking, not just content, which contributes to their role in championing equity, humanity and global peace over discrimination and violence.

Description of Responsibilities

We are currently seeking experienced facilitators or teachers, to provide workshop facilitation using program curriculum, for groups of approximately 15 - 20 high school students.

The after-school program runs 4 days a week at 4 separate locations in Markham, Ontario. A workshop facilitator will be paired up with a program manager to facilitate workshops **two (2) days a week at two (2) separate schools**. There are **eight (8) weekly workshops** at each school. Program start and end time occur roughly between **3:00 to 6:00pm**. (Program time with students are two hours and one hour is allocated for setup and cleanup.) Actual times depend on when the school day ends.

Duties are as follows:

- Attend orientation, training, and debrief meetings;
- Implement workshop plans and ensure that all workshops are relevant to the program curriculum;
- Collect, collate and enter data into the online database (ex: registration, attendance, volunteer hours, etc.);
- Assist in arranging snacks, preparing workshop materials, and setting up workshops;
- Assist in school meetings and presentations;
- Communicate with students via Google Classroom on workshop tasks, group projects and other program matters;
- Communicate with program managers on program matters;
- Perform other such duties as may be assigned.



Qualifications:

- Experience with social justice education or anti-oppressive education
- Experience with skill development and program implementation among youth
- Successful police reference check/vulnerable sector screening
- Strong interpersonal and communication skills
- Strong organizational and leadership skills
- Supportive team player and team builder
- Analytical lens on intersectionality and social positioning (ex: culture, race, history) an asset
- Second language (ex: Mandarin, Korean, Cantonese, Tagalog etc.) an asset
- Valid driver's license and access to a vehicle an asset

Important Dates and Expectations:

Task/Location	Date	Hours
1 orientation at ALPHA Education	TBD*	4 hours
8 training meetings at ALPHA Education	January 2021 (2-day weekend training) February - April 2021	24 hours - 2-day weekend training (8 hours/day) - 8 hours during workshop period (flexible scheduling)
8 workshops (facilitation on-site) at 2 schools	February - April 2021	3 hours at each school (total: 48 hours)
8 workshop reviews (independent) on your own time	February - April 2021	2 hours each (total: 16 hours)
1 debrief meeting at ALPHA Education	TBD*	4 hours
Final event and other community venues	May - June 2021	12 hours (6 for final event, 6 for other venues)

*Subject to change, based on staff availability

Contract Part-Time Position: total of 108 hours from December 2020 to June 2021

Compensation:

- \$25 per hour attended
- Travel allowance up to \$500
- Full reimbursement for police reference check/vulnerable sector screening
- Food will be provided at orientation, training, workshops and debrief.



Please submit a resume to: Program Manager, Judy Cho (judy.lwta@gmail.com)

ALPHA Education is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, Aboriginal peoples, persons with disabilities, and/or persons of any sexual orientation, gender identity, and gender expression.

We thank all applicants for their interest in the position. However, only shortlisted applicants will be contacted for an interview. Shortlisted applicants will be notified within two weeks.

