

Summer Youth Skills & Engagement Facilitator

The Portal Youth Outreach Association

Term Full-Time Summer Position

\$19.00 per hour | 37.5 hours per week

Approximate Duration: 9 Weeks

Immediate Start Opportunity

The successful candidate is expected to start as early as **Monday, June 29, 2026**, or as soon as possible thereafter.

About Us

The Portal Youth Outreach Association (PYOA) works alongside youth aged 16-24 throughout Western Nova Scotia. Through outreach, housing support, employment programming, life skills development, and community-based services, The Portal helps youth access the resources, opportunities, and connections they need to make progress toward their goals.

We are committed to meeting youth where they are at and providing supportive, relationship-based services that strengthen wellbeing, increase stability, build confidence, and promote community connection.

About the Role

The Summer Youth Skills & Engagement Facilitator supports the planning, coordination, and delivery of community-based programming for youth aged 16-24.

Working closely with youth, staff, and community partners, this role helps create opportunities for youth to build life and employment skills, explore career interests, strengthen community connections, and participate in meaningful activities throughout the summer.

This is an excellent opportunity for someone who enjoys working with young people, is organized and creative, and wants to make a positive impact in their community.

Key Responsibilities

Program Planning & Coordination

- Assist with planning, coordinating, and promoting workshops, certifications, outings, recreational activities, and community engagement opportunities.
- Work with youth and staff to identify interests, goals, and opportunities for participation.
- Support the development and implementation of the Program Passport initiative, including identifying activities, skills, certifications, and experiences that can be incorporated into the Passport.

- Coordinate supplies, materials, transportation, activity logistics, and participant communications.
- Gather participant feedback and support ongoing program improvement.

Youth Engagement & Facilitation

- Build positive and supportive relationships with youth participants.
- Encourage participation and help reduce barriers to engagement.
- Assist with facilitating activities, workshops, outings, and community events.
- Support safe, welcoming, and inclusive environments for youth.

Community Engagement & Partnership

- Support positive relationships with community organizations, businesses, and service providers.
- Assist with coordinating volunteer opportunities, experiential learning opportunities, and community-based activities.
- Represent The Portal in a professional and positive manner within the community.

Documentation and Evaluation

- Maintain attendance records, participation statistics, and required documentation.
- Assist with collecting participant feedback and supporting program evaluation and reporting requirements.
- Maintain accurate records as required.

Qualifications

Education and Experience

- Currently enrolled in or recently completed post-secondary education in Community Development, Human Services, Social Services, Education, Recreation, Psychology, Social Work, or a related field is considered an asset.
- Experience working with youth through employment, volunteer work, coaching, mentoring, recreation programming, camps, or community initiatives is considered an asset.
- Experience in planning and coordinating activities, events, workshops, or group programming is considered an asset.

Knowledge, Skills and Abilities

- Strong communication and interpersonal skills.
- Ability to build positive relationships with youth from diverse backgrounds.
- Strong organizational and time management skills.
- Ability to work independently and collaboratively within a team environment.

- Ability to adapt to changing priorities and participant needs.
- Ability to engage youth through a variety of communication methods, including in-person, phone, text and social media.
- Understanding of youth-centred, strengths-based, and relationship-based approaches is considered an asset.

Personal Characteristics

- Positive, approachable, and engaging.
- Creative and adaptable.
- Respectful, dependable, and accountable.
- Non-judgmental and inclusive.

Working Conditions

The position is based out of The Portal Youth Outreach Association's office at 440 Main Street in Kentville. Programming may take place at Portal sites, community settings, recreational facilities, outdoor spaces, partner locations, and other locations throughout the communities served by The Portal.

The position requires flexibility, strong organizational skills, and the ability to work in dynamic environments with changing schedules and participant needs.

The role is based on approximately 35-37.5 hours per week and may require occasional evening and weekend work.

Required Conditions of Employment

- Must be between 18 and 30 years of age.
- Valid Class 5 Driver's License required.
- Satisfactory Driver's Abstract required.
- Ability to safely operate organization vehicles.
- Successful completion of a Criminal Record Check, Vulnerable Sector Check, Child Abuse Registry Check, and reference checks.
- Ability to obtain or maintain Standard First Aid and CPR certification.
- Adherence to organizational policies, procedures, and confidentiality requirements.

How to Apply

Please submit your resume and a brief cover letter to:

Troy Coldwell, Manager of Outreach, Housing and Edge on Employment at troy@portalyouth.ca

We're looking to fill this position quickly. Applications will be reviewed as they are received, and interviews may take place before the posting closes. If you're interested, we encourage you to apply as soon as possible.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.