

Bringing in the Bystander™ Program Facilitator

As a BITB™ facilitator you will be running BITB sessions with various groups of students on campus. Your training will be overseen and organized by Emily Livingston, Sexual Violence Resource Centre Education & Programs Officer; Bre Woligroski, Sexual Violence Resource Centre Coordinator; Leah Deane, Director, Student Services at Bannatyne Campus; and Bryanna Barker, Health and Wellness Educator.

Facilitators will be required to attend two full days of mandatory in-person training. They will be required to facilitate at least two 3-hour workshops per term over a three term period (18 months). Facilitators will be expected to engage in ongoing administrative duties including emails, scheduling, pre- and post- session availability, and attendance at monthly meetings. Training dates:

- Wednesday, June 15th, 1 – 4 p.m.
- Wednesday, July 13th, 9 – 4
- Thursday, July 14th, 9 – 4

Facilitators will be paid for training, facilitated sessions, as well as monthly meetings.

Hourly wage is \$14.00/hour plus 6% vacation

Please submit completed applications via email to: bitb@umanitoba.ca.

A completed application will have: cover letter, application form, and resume. The deadline for application submissions is Friday, May 13th at 4:00 p.m.

Facilitator Responsibilities:

- Attend training sessions put on by the BITB™ staff coordinators before facilitating any workshops.
- Attend team meetings as scheduled by the BITB™ program assistant and staff coordinators.
- Read through the Response Guidelines for Disclosures that is available online and be familiar with its content.
- Work effectively and collaboratively with the stakeholders and co-facilitators in planning and establishing a workshop that meets the needs of the student participants.
- Responsible for primary communication regarding workshop arrangements with the BITB™ Program Assistant.
- Confirm the time, date, and location with the Program Assistant and co-facilitators prior to the workshop.
- Review the content and identify speaking roles before workshops and bring all needed materials to the workshop.
- Return any unused/borrowed materials to the BITB™ program assistant along with attendance sheets and evaluations after each workshop.
- Participate in progress reviews.
- Arrive 30 minutes before all scheduled workshops to begin setting up and ensure that everything is in working order.
- Stay behind after each workshop is completed until all participants have left to ensure that they are available to speak with anyone should they have any questions or concerns.
- Responsible for maintaining and reporting time sheets of scheduled sessions and meetings attended for Bringing in the Bystander™ for compensation purposes.
- Collect and provide information on participants' name, student number, and contact information to the BITB™ program assistant and staff coordinators for submission for Co-Curricular Recognition.
- Understand the limits of the role of a Bringing in the Bystander™ facilitator. Including asking questions of BITB™ staff coordinators, so as not to go beyond the role of a facilitator. Specifically, understand that one is not expected to act as an advice giver or counsellor, as that may be beyond the ability and training of the role.
- Understanding of the resources available should students/participants need to use them.
- Should a disclosure arise, respond in a way that is consistent with the UM response guideline and act with compassion, empathy and acceptance while providing the individual with information on resources provided.

- In situations of disclosure or student in distress, immediately consult with the BITB™ staff coordinators, as appropriate.
- Maintain confidentiality of student participants, except when the person is at risk of being a harm to themselves or others, or discloses information which is required to report according to law or campus policy. In such situations, contact the BITB™ staff coordinators for consultation and assistance.
- Represent the UM community and act with integrity embodying the values and policies held by the University of Manitoba.

Qualifications:

- Fulltime Undergraduate or Graduate student in a relevant degree program with related experience and skills
- Successful completion of at least 1 year of university study
- Knowledge and application of the principles of public health, health messaging and communication, and harm reduction
- Knowledge about campus sexual violence and associated strategies and harm prevention models
- Experience working with diverse and at-risk populations

Required skills include:

- Organizational and communication abilities;
- The ability to work effectively and collaboratively in a team environment;
- Assertiveness;
- Self-initiating, self-motivated and self-directed with the ability to work independently and take initiative;
- Ability to manage multiple demands;
- Excellent organizational skills and reliability;
- Thorough working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) and Zoom

Assets for this position include:

- Knowledge of the issue of sexual violence on campus and associated strategies
- Volunteering and public speaking experience;
- Ability to manage and resolve conflict and challenging situations;
- Experience as a leader in a work or volunteer position.
- Strong work ethic and social skills