

## **BITB™ facilitator posting**

Bringing in the Bystander™ is an effective, interactive prevention workshop that is based on the concept that all community members have a role to play in preventing sexual violence. Student participants learn the importance of speaking out against social norms that support sexual violence, to become aware of and identify potential risks in various situations, to develop empathy and support for persons who have experienced violence, and explore how to safely interrupt or intervene in situations that can lead to sexual violence.

As a BITB™ facilitator you will be running BITB™ sessions with various groups of students on campus (both online and in-person, when necessary). Your training will be overseen and organized by Leah Deane, Director, Student Services at Bannatyne Campus, Britt Harvey, Health and Wellness Educator, and Bre Woligroski, Sexual Violence Resource Centre Coordinator.

Facilitators will be required to attend all mandatory training prior to facilitating any BITB™ sessions.

You will be required to facilitate a minimum of two 3-hour sessions a month 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.

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

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

### **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 the Response Guidelines for Disclosures that is available online and be familiar with its content.
- Work effectively and collaboratively with the stakeholders and your co-facilitator in planning and establishing a workshop that meets the needs of the student participants.
- Responsible for primary communication regarding workshop arrangements between yourself and assigned stakeholders.
- 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.
- Understand and learn about available resources 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 available.
- In situations of disclosure or student(s) 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 that 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:

- Must be a current full-time undergraduate or graduate student (60% course load or full-time reduced course load through Student Accessibility Services) in a relevant degree program with related experience and skills
- Successful completion of at least one 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)

Assets for this position include:

- Knowledge of the issue of sexual violence on campus and associated strategies to address it
- 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 communication skills