



# Facilitator Application

## Food Skills for Families

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This document package contains:

Facilitator Role Description  
Facilitator Application Form

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### How to Apply

To apply for the Food Skills for Families Train-the-Trainer program complete the following form (3 pages) and return it to [FoodskillsBC@bccdc.ca](mailto:FoodskillsBC@bccdc.ca). Once your form is submitted the Food Skills team at BC Centre for Disease Control (BCCDC) will contact you to confirm your eligibility.

### Facilitator Role Description

By attending the 3.5 day Food Skills Train-the-Trainer Program individuals learn how to teach the Food Skills for Families program and earn certification as Program Facilitators. It is expected that Facilitators bring with them previous facilitation experience and a keen interest and excitement about healthy eating, cooking and safe food handling. This includes having a basic knowledge of the Canada's food guide and nutrition.

Once trained, Community Facilitators work with the Food Skills for Families team to set up and facilitate programs within their community. Programs are directed towards key populations and follow a hands-on curriculum. Facilitators are responsible for leading each of the six sessions as laid out in the program's Facilitator Guide; organizing a grocery store tour during session five, purchasing groceries ahead of each session, supporting participants in the completion of evaluation forms, communicating any issues with the Food Skills for Families team and returning all materials to BCCDC once the program is complete.

### Requirements

- Current Employee of Partner Organization**  
Applicants must be employed by an organization that plans to host a Food Skills for Families program within six months of training date. Organizations must meet the [Host Requirements](#) and submit a [Host Application](#) to BCCDC prior to training. Applicants are expected to deliver the program as part of their current role with their organization. Volunteers and independent contractors are not eligible to attend this training at this time.
- Food Safe Certification**  
Applicants must have a level one FOODSAFE Certification. A certificate of completion must be submitted to BCCDC prior to attending the Food Skills training.
- Facilitation Experience**  
Previous group facilitation experience with the ability to create a safe and welcoming environment that makes learning easy and fun. Experience teaching a adult learning and running a community kitchen would be an asset.
- British Columbia Resident**  
This application form is intended for B.C. residents only.

## Responsibilities

- Ensure a Suitable Kitchen and Teaching Environment**

Ensure the kitchen space is suitable for 6 - 12 individuals to cook comfortably. If the kitchen is smaller, an adjoining area can be used for food preparation. Ensure a teaching area with table and chairs that can comfortably accommodate 6 - 12 individuals seated around a communal table. All hosts and kitchens must receive prior approval from the Food Skills for Families team and meet the program [Host Requirements](#).
- Schedule Program**

The program consists of six sessions; each session roughly runs in four-hour blocks (1 hour set up + 3 hours program + 1 hour cleanup). Sessions are held once a week for six consecutive weeks or twice a week for three consecutive weeks. The average time commitment for the full program is 39 hours; this includes time to shop for groceries, facilitate the class and do paperwork.
- Facilitate the Program**

Programs are led as outlined in the Facilitator Guides. Communicate any modifications to content, delivery timeline, and/or ingredient substitutions to BCCDC Food Skills staff.
- Organize the Session Five Shopping Tour**

At the beginning of the program, arrange a Shopping Tour for Session Five. Dependent on your participant's needs and accessibility, this can be led in-store or in-class. You may also choose to lead it yourself or connect with an in-store dietitian.
- Communicate with BCCDC**

Communicate with the Food Skills Team as needed prior, during and post program. Email forms and mail materials back to BCCDC as required.

## Expectations

- Follow Best Practice Guidelines**

Conduct the program following Food Skills for Families [Community Facilitators Best Practice Guidelines](#).
- Experience Working with Diverse Populations**

The Food Skills for Families program has been developed into five curriculums for the Indigenous, newcomer, persons living with limited budget, Punjabi and senior populations. The program has also been successfully delivered to other various groups using these curriculums, including the mental health population, men's only groups, and pregnancy outreach programs.
- Enthusiasm for Health**

Keen interest and excitement about healthy eating, cooking and safe food handling. This includes having a basic knowledge of the Canada's food guide and nutrition.
- Confidence in the Kitchen**

High level of cooking skills and confidence and ability to conduct food demonstrations.
- Effective Communication Skills**

Ability to communicate effectively. Have strong speaking, reading and writing skills, as well as strong interpersonal skills.
- Empathy**

Ability to accommodate various skill levels and provide support for those who need it.
- Vehicle**

Use of own vehicle for grocery shopping.
- Computer Access**

Access to internet and comfortable communicating via email. Able to use Excel and save documents as PDF files.

# Facilitator Application

## Food Skills for Families

Applicant Details			
First Name			
Last Name			
Alternate Name			
Preferred Pronouns	They/Them Self-Describe:	She/Her	He/Him Prefer not to disclose
Home Address	City		
	Prov.	B.C.	
	Postal Code		

Employment Details			
Job Title &/or Professional Designation			
Position Details	Full Time Part Time (I will be able to run the program during these hours)  <i>Note: Applicants are to deliver the program as part of their current position. Volunteers and independent contractors are not eligible to attend this training.</i>		
Work Email		Other Email	
Work Phone		Other Phone	

Indigenous Connections
Will any of the Food Skills for Families programs you deliver at your organization include Indigenous participants?
<input type="checkbox"/> No <input type="checkbox"/> Yes (please list the Nations your organization works with below)

Organization Details	
Organization Name	
Department/Program	
Previously Trained Staff	
<i>List any previously trained staff and indicate if they are current employees.</i>	

*Organization Details Continued ...*

**Organization Details**

Briefly describe your organization (mission/vision/etc.) and how delivering the Food Skills for Families program contributes to the organization's mission.

How does the delivery of the Food Skills for Families program support the goals of your position and the program/department you work with. Include details on the participants you would run this program with, once trained.

As a pre-requisite for this training, applicants are required to have experience in facilitation and/or delivery of social food programs. Briefly outline your experience with group facilitation and how you create a learning environment that is inclusive, accessible and fun.

## Facilitator Agreement

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I am a current employee of the above mentioned organization and I am able to deliver the Food Skills for Families program as part of my job.

I understand that BCCDC will not provide a wage for me to deliver Food Skills for Families programs with the organization that I am employed at.

I have read and understand the Role Description, Requirements, Responsibilities and Expectations sections listed above and satisfy all requirements.

I currently have a valid Level One FOODSAFE Certificate or plan to get one prior to training.

I understand that upon completion of the training, I must lead my first Food Skills for Families program within six months in order to maintain the certification.

I plan to deliver at least one Food Skills for Families program per year once trained.

## Signature

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I hereby certify the information provided in this application to be accurate and by signing this letter, agree to fulfill the requirements as a Food Skills for Families Community Facilitator as detailed in this application upon completion of the training.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date

**Once completed, email application to [FoodSkillsBC@bccdc.ca](mailto:FoodSkillsBC@bccdc.ca)**

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### BC Centre for Disease Control Privacy Statement

BCCDC respects your privacy. The information we collect ensures that our Food Skills for Families program staff can respond to subsequent inquiries and can continue to provide the best possible programs and services appropriate to your individual needs. The information gathered is also used to help guide BCCDC to inform future program updates. Your personal information is collected in accordance with section 26(c) of the [Freedom of Information and Protection of Privacy Act](#). If you have any questions about the Food Skills for Families program, please contact [foodskillsBC@bccdc.ca](mailto:foodskillsBC@bccdc.ca)