*Established in 2012, Community of Hearts is a non-profit charitable organization supporting individuals with developmental exceptionalities to achieve a level of independence they desire through curriculum-based quality life skills programming.*

**Posting Date:**  August 24, 2021 **Closing Date:** September 10th, 2021

**Wage:** 31’000 yearly salary (health benefits included)   
**Employer Name:** Community of Hearts Lifelong Learning Centre

**Job Title:** Program Facilitation Lead **Shifts:** 35 hours/week, Monday through Friday from 8:30AM to 4PM

**Job Status:** Full-time - Contract role with potential for permanent

**# Of Positions:** 1

Reporting to the Program Manager, the Program Facilitation Lead is responsible for assisting in the management of multiple Programs and carrying out roles and responsibilities that directly impact vulnerable populations in the city.

**Roles & Responsibilities:**

**Program Facilitation**

* Facilitates programs at the Community of Hearts’ Learning Day Program that reduces social isolation, combats mental illness and promotes inclusion for youth, adults and seniors living with developmental exceptionalities.
* Supports provisions of services to the Guelph community by carrying out roles and responsibilities that directly impact the people we support.
* Passionately builds supportive and positive relationships with the people we support and their formal support networks; responding to and supporting a variety of emotional needs as necessary.
* Documents and reports service successes and failures to supervision team and makes necessary changes to improve service content.
* Assists other facilitators/volunteers to effectively deliver programs.
* Promotes inclusivity and community integration for the people we support into the workforce.
* Attends all virtual mandatory training to prepare for responsibilities on the job.
* Attends all daily debriefs with supervision team and staff volunteers you support in-program.
* Works with marketing team in the creation of program-based advertising.
* Recruits and trains volunteers and participants.
* Monitors and responds to all emails pertaining to programs.
* Attends program committee meetings.
* Performs other tasks as necessary and assigned.

**Boxes of Hearts Social Enterprise Program (BOH):**

* Creates connections with community businesses and organizations, including holiday markets for sales of (BOH) products.
* Oversees production, packaging and distribution of products.
* Schedules duties for participants in program.
* Monitors program participants and volunteers.
* Creates tools to supports participants develop abilities for job skills.
* Monitors and respond to all emails pertaining to Boxes of Hearts.

**Independent Hearts Program (IH):**

* Creates connections with community organizations to reach individuals needing support through IH
* Creates learning tools to support individual goals
* Schedules participant meetings and learning sessions

**Learning Day Program**

* Assists with content creation for quality curriculum-based life skills programs that are socially innovative. Content may include, but not limited to:
  + Physical Wellness
  + Literature & Comprehension
  + Cooking Skills
  + Life Skills and Self Reliance
  + Employment Skills
  + Social skills and Relationship Building.
* Creates and publishes communications for community outreach purposes. (e.g. ongoing and upcoming services).
* Looks to the Outreach & Community Developer and Program Manager for support and guidance throughout the employment experience.

**Education and Experience:**

* Minimum of 2 years’ experience supporting adults with developmental disabilities
* Minimum of 2 years managing projects and programming
* Post-Secondary Education with a focus on Developmental Services, Disability Studies or related fields would be an asset.

**Key Skills and Competencies:**

* Ability to work independently and completed duties and responsibilities in a professional and timely manner.
* Strong ability to balance project delivery with quick turnaround and demanding timelines.
* Demonstrated strong belief in the right to access opportunities to a passion for helping individuals achieve a level of independence.
* Strong verbal and written communication skills.
* Ability to demonstrate patience and adapt to the varying needs of those we support.
* Strong self-starter with strong organization skills.
* Ability to demonstrate creativity in the development of program content with an inclusive mindset.

**How to Apply:**

Applicants can submit a resume and cover letter outlining evidence of applicable experience to:

Ariel Haines, Program Manager at programmanager@communityofhearts.ca.

Priority will be given to applicants who identify as any of the following: BIPOC, neuro-diverse and/or LGBTQ2S+. Successful applicants can expect to be contacted for an interview. Applicants invited for an interview are strongly encouraged to familiarize themselves with Community of Hearts’ website, Facebook page, Instagram and Twitter.