

Between Friends Adventurers Vacationers Leader Position

Between Friends creates opportunities for people with disabilities to connect, grow, and belong through social and recreational activities. As a charitable organization, we rely on the efforts of our personnel to help provide safe and inclusive programming for our participants. Between Friends is an equal opportunity employer. Between Friends thoroughly screens all applicants initially and on an on-going basis.

Adventurers is a summer program available for adults ages 18 and older who would like to participate in structured social and recreational group activities. Adventurers programs are customized to different interests ranging from city tours and rafting trips to relaxing mountain retreats and themed activities. The program is divided into two streams: Day Trippers and Vacationers. Vacationers offer our participants the opportunity to participate in weeklong, weekend or day trips; programming starts June, 2018 (exact date TBD).

Vacationers Leader – 1 Position Available	
Duties & Responsibilities	<ul style="list-style-type: none"> • Provide supervision, direction, support and leadership to all Vacationers Team Leaders and Group Leaders for the full duration of the program. • Provide ongoing feedback and recognition to staff and volunteers, and ensure that appropriate evaluations are completed in a timely manner • Document and discuss employee performance concerns as they occur • Attend all training opportunities and staff meetings as set by the Personnel Coordinator • Conduct parent phone calls and familiarize self with the participants and their needs • Ensure the medical safety of participants by liaising with Vacationers personnel to ensure necessary medication administration and appropriate documentation, as per the policy of Between Friends • Ensure all program activities are planned with the highest standard of quality and safety; this will include but is not limited to; age appropriate, variety of activities and experiences, adaptable to different abilities, will include extra activities/ backup plans in the event of unforeseen changes (i.e. downtime, weather, facility closure) • Other responsibilities include financial management, scheduling of staff, shopping for supplies, equipment and food, program & staff evaluation, communication with parents • Compile a detailed end of session report • Positively represent Between Friends when in public and at various internal or external events and activities • Other duties as requested by the Personnel Coordinator
Time Requirements	<ul style="list-style-type: none"> • Start Date: May 6, 2019; End Date: August 28, 2019 • This position will require on-call support during evenings and weekends while programs are running • This position will have administrative and program hours between May and August 2019 that may be completed independently and out of Between Friends typical working hours • Vacationers Leader may be required to attend the weekend spring trip (April date to be confirmed) • Staff recognition event at the end of the summer – date to be confirmed



Skills & Qualifications	<ul style="list-style-type: none"> • Previous leadership experience supervising large numbers of people is an asset • Experience working with people with disabilities in a recreation and social setting. • Extensive knowledge on adapting activities for people with disabilities and inclusion strategies • Excellent organization and communications skills • Experience with leadership, ability to quickly and independently problem solve in high stress situations • Experience working with budgets and excel • Ability to work independently and as part of a team • Must be physically able to apply proper lifting techniques, assist with wheelchair transfers and be able to physically support participants • Due to the length of the contracts, all summer employment positions will be expected to fulfill the entire contract dates including training <u>Absolutely no vacation time will be allowed</u> • Class 5 License, access to own vehicle during working hours. You must provide your own appropriate vehicle insurance
Application	<ul style="list-style-type: none"> • Must be 18 years and older • Must pass a Screening Process including a Backcheck search and an Intervention Record Check completed by Alberta Human Services • Must have an interview conducted by the Personnel Coordinator and designate • Must be able to provide proof of current Standard First Aid and CPR certification, Level C prior to the start date • Minimum 2 professional references • Application deadline is: January 31, 2019 at 4:00pm
Benefits	<ul style="list-style-type: none"> • Starting wage: \$18.48 per hour • Staff shirt provided • After successful completion of a session, a Reference Letter is available by request • Invitation to the AGM (Annual General Meeting) and Awards Ceremony

If you would like to apply, please send your resume and cover letter to opportunities@betweenfriends.ab.ca by January 31, 2019 at 4:00pm. We appreciate all applications, but only those being selected for an interview will be contacted. No phone calls please.

Please be sure to state in the subject line the job title that is listed with each posting.

If you are applying for more than one position, you can apply using one cover letter - listing the positions you are interested in applying for in the cover letter. If you are a returning staff applying for the same position as last year, please state in the subject line **“RETURNING”**. Once we review your application, our Personnel Coordinator will contact you to set up an interview. **New:** If you are returning to the same position, you may be asked to re-interview for the position.

If you have any questions or need further clarification, please contact our Personnel Coordinator, Nikki Stevens: nstevens@betweenfriends.ab.ca | 403-508-0114