

## Between Friends W.E.S.O.A.R! Program 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.

### Program Leader

Between Friends is currently looking for a Program Leader for our W.E.S.O.A.R! (Weekend, Evening, Social Opportunities, Activities and Recreation) Programs. The role of the Program Leader is to deliver inclusive social and recreational activities in the community. With the support of Program Volunteers, Program Leaders will provide exceptional care and supervision of program participants so they may experience success and satisfaction in their recreational activities. This position requires a weekly commitment of 3-5 hours for about 10 weeks.

<b>Program Leader</b>	
<b>Purpose</b>	To deliver inclusive social and recreational activities in the community and provide exceptional care and supervision of program participants so they may experience success and satisfaction in their social and recreational activities.
<b>Duties &amp; Responsibilities</b>	<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Adhere the policies and procedures of Between Friends</li> <li>• Maintain confidentiality of participants' personal information</li> <li>• Attend all training opportunities and staff meetings as set by the Personnel Coordinator</li> <li>• Positively represent Between Friends when in public and at various internal or external events and activities</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Supervise 8 - 10 participants in weekly outings.</li> <li>• Provide supervision, direction, support and leadership to all Volunteers for the full duration of the program.</li> <li>• Monitor and maintain the assigned program budget</li> <li>• Arrive at program a minimum of 30 minutes prior to the scheduled start time, and stay at program until all of the participants leave</li> <li>• Adapt games and activities as required</li> <li>• Evaluate the effectiveness of the program plans and make changes as needed</li> <li>• Familiarize self with the participants and their needs</li> <li>• Maintain open and effective communication with stakeholders of the agency</li> <li>• Provide direction and support to all program participants and volunteers in emergency situations.</li> <li>• Ensure the medical safety of participants by administering necessary medication and completing the appropriate documentation, as per the policy of Between Friends.</li> <li>• 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</li> </ul>



	<p>unforeseen changes (i.e. downtime, weather, facility closure).</p> <ul style="list-style-type: none"> <li>• Administer first aid and contact appropriate authorities, if required, and inform caregivers &amp; your supervisor regarding any medical follow-up procedures</li> <li>• Ensure the medical safety of participants by administering necessary medication and completing the appropriate documentation, as per the policy of Between Friends.</li> </ul>
<p><b>Time Requirements</b> Winter Session January – March</p> <p>Spring Session April – May</p>	<ul style="list-style-type: none"> <li>• Programs run Tuesdays - Sundays</li> <li>• Tuesday – Friday programs run 6:30 to 8:30 pm</li> <li>• Saturday and Sunday Programs run throughout the day</li> <li>• Must commit to one full program session</li> <li>• Each program runs 2 - 3 hours weekly for about 10 weeks and will require an additional 6 hours for administrative duties over the session</li> <li>• Must attend Program Leader meetings (held 2-3 times a session on Monday evenings)</li> </ul>
<p><b>Skills &amp; Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Must be 18 years and older</li> <li>• Previous experience working with people with disabilities is an asset</li> <li>• Program Leaders must have their own personal cell phone and use this cell phone during program hours, as required</li> <li>• Provide support to participants requiring wheelchair transfers, lifts and transfers, and physical support as needed</li> <li>• Must be able to demonstrate an ability to deal effectively and appropriately with stressful and crisis situations, such as seizures and aggressive behaviors within the policies set by the agency</li> </ul>
<p><b>Orientation &amp; Training</b></p>	<ul style="list-style-type: none"> <li>• Must complete new leader training and orientation process prior to leading a program, Personnel Coordinator will set the date of the training</li> </ul>
<p><b>Supervision &amp; Staff Support</b></p>	<ul style="list-style-type: none"> <li>• Personnel Coordinator will complete an End of Session Evaluation at the end of program to evaluate the Program Leader</li> <li>• There is an on-call system accessible via phone concerns and/or questions during program time</li> </ul>
<p><b>Benefits</b></p>	<ul style="list-style-type: none"> <li>• Starting wage: \$15.00 per hour</li> <li>• All admin, waiting times, and training sessions are compensated for</li> <li>• Staff shirt provided</li> <li>• After successful completion of a session, a Reference Letter is available by request</li> <li>• Invitation to the Awards Ceremony and AGM</li> <li>• Staff recognition throughout the session and during the final Program Leader Meeting</li> </ul>
<p><b>Application</b></p>	<ul style="list-style-type: none"> <li>• Please use our online application (<a href="https://betweenfriends.campbrainstaff.com/">https://betweenfriends.campbrainstaff.com/</a>) – once we review your application, our Personnel Coordinator will contact you to set up an interview</li> <li>• Must pass a Screening Process including a Backcheck search and an Intervention Record Check completed by Alberta Human Services</li> <li>• Must have an interview conducted by the Personnel Coordinator and designate</li> </ul>

**If you have any questions or need further clarification, please contact:  
Personnel Coordinator, Nikki Stevens at [nstevens@betweenfriends.ab.ca](mailto:nstevens@betweenfriends.ab.ca) | 403 508 0114**