

Between Friends | WeConnect Team 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.

WeConnect Virtual Programming began during the 2020 COVID-19 pandemic when we were unable to run in-person programming. We believe in the positive benefits of social connection, especially during this time of physical distancing. Between Friends is working hard to ensure that our members have programming that allows them to connect, grow, and belong. Our program offerings include movement programs, crafting programs, social programs such as game nights and movie nights, and offering Special Events. We understand that a lot of our members are already having lots of screen time, so we will try and focus on the social interactions, while providing a safe and accepting environment. Between Friends is currently offering WeConnect Programs free of charge to our members.

| WeConnect Team Leader – 1 Position Available | |
|--|--|
| <i>The Team Leader is expected to oversee the Group Leaders; ensuring that virtual programming is being completed in a high standard</i> | |
| Duties & Responsibilities | <ul style="list-style-type: none"> • Responsible for supervising and supporting up to 3-4 Group Leaders in running in a virtual setting (Zoom) • Reviewing and approving the program plans of Group Leaders for WeConnect Programs • Group Leaders are expected to be planning and implementing fun, inclusive, age-appropriate and accessible online programming • Providing the highest standard of support to members • Acting as a role model/mentor to Personnel and members • Supervising and mentoring Group Leaders • Communicating with parents/guardians/supportive roommates throughout each session • Attend all training opportunities and staff meetings as set by the Personnel Coordinator • Positively represent Between Friends when in public and during all virtual programs • Other duties as requested by the Personnel Coordinator |
| Time Requirements | <ul style="list-style-type: none"> • Start Date: October 5, 2020; End Date: January 22, 2021 (16 weeks) • Training will be provided the week before the start of the WeConnect session (October 5, 2020) • Hourly commitment of 17.5 hours per week; an opportunity for full time hours (35 / week) • WeConnect Programs range from 1 – 2.5 hours in length; each session is 4 weeks in length with a 1-2 week break in between sessions; Team Leader is expected to sit in on some programs to evaluate staff and programs in general • Additional hours may include completing evaluations, checking in with Group Leaders, supporting with the on-call system and filling in on programs as needed, support with payroll, reviewing program plans • During the 1-2 week break between sessions, you may be asked to support with other duties such as/not limited to content creation (creating and captioning pre recorded videos), pre-recorded videos for our members which may include reading stories; how to make slime; etc., supporting with membership surveys, support with planning for redesign of virtual |



| | |
|------------------------------------|---|
| | programs and creating an online portal of pre recorded videos |
| Skills & Qualifications | <ul style="list-style-type: none">• Experience working with people with disabilities is not required, but considered an asset• Experience supporting other organizations in online programs is not required, but considered an asset• Knowledge and experience in creating digital content (videography) would be considered an asset• Ability to take initiative and try new things• Strong communication skills are required |
| Application Requirements | <ul style="list-style-type: none">• This position is a part of the Canada Summer Jobs Program with funding provided by Service Canada. Candidates must meet the following eligibility requirements to be considered:<ul style="list-style-type: none">- Be between 15 and 30 years of age at the start of employment- Be a Canadian citizen, permanent resident, or a person on whom refugee protections has been conferred under the Immigration and Refugee Protection Act- Legally entitled to work according to relevant provincial legislation and regulations (international students on a work/study permit are not eligible for the Canada Summer Jobs Program)• 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• Minimum 2 professional references• Application deadline is: Monday, September 21 at 11:59 PM MST |
| Benefits | <ul style="list-style-type: none">• Wage: \$16.22 per hour• After successful completion of the contract, a Reference Letter is available by request• Invitation to the Awards Ceremony & AGM (Annual General Meeting) in 2021 |

If you would like to apply for this position, please send your resume and cover letter to opportunities@betweenfriends.ab.ca by Monday, September 21 at 11:59 PM MST.
We appreciate all applications, but only those being selected for an interview will be contacted.
No phone calls, please.

If you have any questions or need further clarification, please contact our Personnel Coordinator,
Nikki Stevens: nstevens@betweenfriends.ab.ca | 403-471-6456