

## 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 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.

<b>WeConnect Team Leader – 1 Position Available</b> <i>The Team Leader is expected to oversee a team of Group Leaders; ensuring that virtual programming is being completed in a high standard</i>	
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for supervising and supporting up to 3-4 Group Leaders in running programs in a virtual setting (Zoom)</li> <li>• Reviewing and approving the program plans of Group Leaders for WeConnect Programs</li> <li>• Group Leaders are expected to be planning and implementing fun, inclusive, age-appropriate and accessible online programming</li> <li>• Providing the highest standard of support to members</li> <li>• Acting as a role model/mentor to Personnel and members</li> <li>• Supervising and mentoring Group Leaders</li> <li>• Communicating with parents/guardians/supportive roommates, primarily through email, throughout each session</li> <li>• Attend all training opportunities and staff meetings as set by the Program Coordinator, Camp Bonaventure and WeConnect</li> <li>• Positively represent Between Friends when in public and during all virtual programs</li> <li>• Other duties as requested by the Program Coordinator, Camp Bonaventure and WeConnect</li> </ul>
<b>Time Requirements</b>	<ul style="list-style-type: none"> <li>• <b>Start Date: January 25, 2021; End Date: June 2021 (TBC)</b></li> <li>• Training will be provided the week before the January 25 start date. Sometime between January 18 – January 22, 2021</li> <li>• Hourly commitment of 17.5 hours per week</li> <li>• WeConnect Programs range from 1 – 2.5 hours in length; each session is 6 weeks in length with a 1-2 week break in between sessions; Team Leader is expected to join some programs to evaluate staff and programs in general</li> <li>• 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</li> </ul>



	<p>payroll, reviewing program plans</p> <ul style="list-style-type: none"><li>• During the 1-2 break between sessions, you may be asked to support with other duties such as/not limited to content creation (creating and captioning recorded videos), pre-recorded videos for our members 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 recorded videos</li></ul>
<b>Skills &amp; Qualifications</b>	<ul style="list-style-type: none"><li>• Experience working with people with disabilities is not required, but considered an asset</li><li>• Experience supporting other organizations in online programs is not required, but considered an asset</li><li>• Knowledge and experience in creating digital content (videography) would be considered an asset</li><li>• Ability to take initiative and try new things</li><li>• Strong communication skills are required</li></ul>
<b>Application Requirements</b>	<ul style="list-style-type: none"><li>• Must be 18 years and older</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 Program Coordinator, Camp Bonaventure &amp; WeConnect and the Program Coordinator, W.E.S.O.A.R! and Special Events</li><li>• Minimum 2 professional references</li><li>• Application deadline is: <b>Wednesday, January 6, 2021 at 11:59 PM MST</b></li></ul>
<b>Benefits</b>	<ul style="list-style-type: none"><li>• Wage: \$16.22 per hour</li><li>• After successful completion of the contract, a Reference Letter is available by request</li><li>• Invitation to the Awards Ceremony &amp; AGM (Annual General Meeting) in 2021</li></ul>

**If you would like to apply for this position, please send your resume and cover letter to [opportunities@betweenfriends.ab.ca](mailto:opportunities@betweenfriends.ab.ca) by Wednesday, January 6, 2021 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](mailto:nstevens@betweenfriends.ab.ca) | 403-471-6456