



**Position:** Drop-In Program Facilitator

**Start Date:** September 5, 2023

**Hours:** Temporary Part-Time

**Remuneration:** \$22.00/Hour

### **Who are we?**

*Spencer House is a unique community centre for older adults, located in the heart of historic Schmidville, near the corner of Morris and Queen Streets. This year we are celebrating 40 years of offering programs and services for seniors of the HRM. The mission of our program is to enable older adults to live independently, while remaining in their homes and community longer. Our weekday drop-in program offers homemade meals, social activities, health and wellness programs, and educational workshops of interest to older adults.*

### **Job Summary**

The Drop-In Program Facilitator oversees the safe and healthy functioning of the Spencer House Drop-In Program for Seniors by building relationships with participants, leading social activities, maintaining the cleanliness of the space, and delivering basic needs and services to participants. The Drop-In Program is a low barrier space for older adults, therefore the Program Facilitator will lead from a participant-centred approach. The Program Facilitator ensures that each participant is treated with acceptance, caring, dignity, and respect.

This role will require someone who is an excellent facilitator, well-organized, works well with others, and has a genuine interest in seniors, aging-related issues, persons with differing abilities, and community development.

### **Tasks & Responsibilities**

- Lead and participate in a range of group programs including creative arts, recreational, social, and educational programs.
- Provide appropriate support and adaptations to ensure full inclusion.
- Mentor and work alongside volunteers.
- Help promote our programs to the community.

## Communication

- Strong leadership and creativity.
- Ability to communicate effectively and compassionately.
- Knowledge of Impact Sector an asset.
- Knowledge of senior and age-related issues as asset.

## Qualifications

- Background in Social Services, Education, Recreation, or related field.
- Current First Aid Certificate, or willingness to obtain.
- Police Records Check with Vulnerable Sector.

## How to Apply

Please send a cover letter and resume to Allison Davis, Executive Director, along with 2 references, to [ed@spencerhouse.ca](mailto:ed@spencerhouse.ca) by **August 21, 2023**

*Our goal is to be a workforce that is diverse through equitable participation of Aging Adults, Persons with Disabilities, Aboriginal persons, African Canadians, and other racially visible persons. All applicants who are members of an employment equity group are encouraged to self-identify.*

*We thank all applicants for applying. Only those chosen for an interview will be contacted.*