



Program Assistant, Skills for Life Adult Day Program Employment Description

About Us

Since 1999, Precious Minds has been providing CARE, SUPPORT & HOPE to children, youth, and adults with developmental disabilities in North Durham. We offer programs designed to engage, inspire, and develop skills for life. We provide individualized levels of support to ensure that each participant has the best experience possible. Our programs explore a variety of educational, physical, recreational, and social activities in a positive and safe environment. We provide support for the entire family including educational resources, respite, and family events.

Position Summary

Reporting to the Skills for Life Adult Day Program Leadership Team, the Program Assistant supports the delivery of program goals by assisting participants throughout the day in a variety of skill-building activities. These include visual arts, dance and physical activity, culinary skill development, and social and friendship-building opportunities. Program priorities include safety, inclusion, physical activity, skill development, and fun. To learn more about the Skills for Life, Adult Day program please visit: <https://www.preciousminds.com/sfl-adult-day-program>

Program Goals

The *Skills for Life* program focuses on five key developmental areas:

1. **Foster Creativity and Artistic Expression**
 - Provide meaningful opportunities for participants to explore visual arts, crafts, and creative self-expression.
2. **Promote Skill-Building and Community Preparedness**
 - Help participants develop practical skills that support independence and workplace/community involvement.
3. **Encourage Healthy Lifestyles**
 - Teach physical wellness, healthy eating habits, and self-care through interactive and engaging activities.
4. **Support Social Skills and Community Belonging**
 - Build interpersonal and friendship skills through group activities and inclusive social interaction.
5. **Celebrate Individual Growth and Identity**
 - Create a respectful environment that values the strengths and potential of every individual.

Key Responsibilities

- Support participants with individual care needs as required (e.g., zippers, laces, personal care supports)
- Ensure the safety, care, and well-being of all participants at all times
- Assist with daily program set-up and clean-up across all activity areas
- Support program adaptations to meet the diverse abilities, strengths, and needs of participants
- Build positive, respectful relationships with participants, families, staff, volunteers, and community partners
- Contribute to a positive team culture that reflects Precious Minds' Guiding Principles

Qualifications

- Experience supporting individuals with developmental disabilities an asset
- Strong communication and teamwork skills
- Ability to engage participants in group activities
- CPR/First Aid certification or willingness to obtain

Hours, Compensation & Start Date

Hours of Work: 28 hours per week (Monday-Thursday 8:30am-3:30pm)

Compensation: \$24.50 per hour

Anticipated Start Date: February 16, 2026

Deadline to Apply: January 30, 2026

For immediate and confidential consideration, please email your letter of interest and resume with references to charding@preciousminds.com citing SFL Program Assistant in the subject line.

Precious Minds is an Equal Opportunity Employer and encourages applications from all qualified candidates. We thank all who apply, however only those selected for an interview will be contacted.

Precious Minds is committed to providing accessible employment practices. Accommodations are available upon request for candidates taking part in all aspects of the recruitment and selection process.

To learn more about Precious Minds, please visit preciousminds.com