



Job Title: Skills for Life, Adult Day Program & Administration Coordinator

Start Date: October 3, 2022

Remuneration: \$25.00/hr (30 hours/week)

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

Skills for Life, Adult Day Program Coordinator (approximately 18 hours/week)

Reporting to the Executive Director, **Skills for Life, Adult Day Program Coordinator** will work towards achieving the documented goals of the Skills for Life, Adult Day Program; providing leadership and oversight to support program participants in a variety of skill-building activities throughout the day including the creation of visual art products, dance and physical activity, culinary skill building, and social skill/friendship development. The program runs Tuesday and Thursday from 9:00am to 3:00pm at the Uxbridge Baptist Church.

Skills for Life Program Goals:

- To provide the opportunity for participants to develop interests and strengths in various forms of art by providing meaningful, creative opportunities for exploration
- To facilitate skill-building and workplace/community involvement preparedness for adults in a supportive environment
- To mentor and train members in healthy choices for life – physical activity and healthy eating patterns and encourage friendship and community through social interaction
- To celebrate and value every individual who we have the privilege to get to know and support

Administrative Coordinator (approximately 12 hours/week)

Reporting to the Executive Director, the **Administrative Coordinator** will assist the Precious Minds team with the planning and coordination of various fundraising endeavours, represent Precious Minds within the community and share our mission, assist with the planning and organization of participant/family programs; including registration and volunteer recruitment.

Responsibilities:

- Establish rapport and maintain effective relationships with members, staff, volunteers, and community partners
- Foster a work environment that exemplifies Precious Minds Guiding Principles

Skills for Life

- Provide leadership and oversight to coordinate activities, personnel, and administration of the Skill for Life Program
- Plan and prepare daily programming, adapt Skills for Life program activities for members of all abilities and strengths
- Collaborate and supervise the Skills for Life Program Assistants
- Research and purchase program equipment and supplies

Administrative

- Assist with program registration for all Precious Mind programming
- Volunteer recruitment and assignment to programs/events
- Assist with the planning and organizing of Precious Minds programs (field trips, workshops)
- Assist with fundraising events (golf tournament, perfect pairings, raffles, third-party fundraising)
- Represent Precious Minds at various community events (cheque presentations, share the mission of Precious Minds)

Skills and Knowledge:

- College or University Diploma in related field with experience working with individuals with developmental disabilities
- A passion for supporting individuals with developmental challenges, energetic personality, self-motivated, self-directed
- Knowledge and understanding of specific social/emotional and physical needs of adults with developmental disabilities
- Superior oral and written communication skills
- Excellent computer skills: Microsoft Office, MailChimp, Salesforce, Zoom
- Standard First Aid and CPR C, Crisis Intervention Training (or related training certification)
- Current criminal background check including vulnerable sector

Deadline to Apply: September 9, 2022

For immediate and confidential consideration, please email your letter of interest and resume with references to charding@preciousminds.com citing Skills for Life, Adult Day Program & Administrative Coordinator 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.