



## HANGOUT INSTRUCTOR DESCRIPTION

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### JOB DESCRIPTION

#### COMPANY PROFILE

Founded in 2004, Jake's House is a Provincially and Federally funded Canadian charity with a mission to provide meaningful support to families living with autism across the country. Recognizing that more than any other single issue, families dealing with autism need a community, Jake's House is committed to growing a strong network of people who understand and care—a family that is determined to provide tangible solutions. Jake's House supports individuals on the spectrum throughout their lifespans through four core initiatives: 1) Jake's House Annual Holiday Parties, a 15-year tradition of bringing families together for a welcoming, fun and festive celebration; 2) Legends Mentoring Program, themed group mentoring workshops that provide youth with opportunities to learn skills, socialize and make friends; 3) Jake's House Employment Mentoring, a program that supports the integration of young adults into the workforce; and 4) inclusive housing solutions, designed to address the growing housing gap in the autism community, giving more aging adults a place to call home.

You will be supporting a dynamic, fast-growing organization, collaborating with a passionate, dedicated team.

**Title:** Program Instructor

**Term:** 4-Month Contract – hosting 7 workshops in third quarter (October 2021 - December 2021) – with possibility of extension to also host workshops in the fourth quarter (January 2022 – March 2022)

**Salary:** commensurate with experience

**Reports:** Community Engagement Manager

**Location:** Lucan, Ontario

**Industry:** Not-for-profit

#### JOB OVERVIEW

Jake's House is looking to employ an experienced Program Instructor to lead our in-person social workshops! Our Legends Mentoring Program is growing, and we are looking to introduce hour-long Social Workshops for families affected by autism one day a week for ten weeks from October 2021 to December 2021. The ideal candidate has experience working with children, individuals affected by autism, and running fun, interactive programs/classes. The successful candidate will be responsible for the supervision and coordination of all activities within the workshop and should be able to encourage creativity and self-expression among participants.

As a Jake's House Instructor, you should possess excellent interpersonal and communication skills in order to build relationships, and lead sessions.

#### Responsibilities

- Host in-person social workshops with the help of volunteers for individuals with autism
- Encourage participation and socialization among participants to aid the development of social skills
- Effectively and safely lead fun activities through demonstration and communication while being supportive and respectful to participants of all ages
- Design safe and comprehensive hangout activities



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- Commit to providing quality instruction that is sensitive to the needs of the individual and diverse participants;
- Provide mentor training and prepare volunteers to assist participants during workshops;
- Connect and maintain professional relationships with participants and mentors during the workshops;
- Ensure compliance to safety and health standards;
- Motivate participants with words of encouragement;
- Document student attendance;
- Collect pre and post workshop surveys;
- Engage in other administrative duties as required including an advisory committee meeting and a detailed qualitative reporting.

### **Ideal Candidates (Culture Fit)**

- Self-starter, proactive, takes initiative, resourceful, bootstrap mentality, go-getter;
- Innovative, entrepreneurial, dynamic, creative, collaborative;
- Adaptable, resilient, can switch gears and hats quickly, thrives in fast-growing / fast-moving environments;
- Positive, energetic, enthusiastic, passionate;
- Committed, disciplined, punctual;
- Compassionate, caring, understanding, genuine, strong 'family values'.

Jake's House is an equal opportunity employer. We do not discriminate on the basis of race, colour, religion, marital status, age, national origin, physical or mental disability, medical condition, gender, sexual orientation, gender identity, or any other status protected by law. We celebrate diversity and are committed to creating inclusive working environments for all employees.