



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, determined to provide tangible solutions at every stage of life.

In addition to growing a caring, committed community, Jake's House offers a continuum of structured services to provide practical help today and lasting hope for tomorrow. Through four strategic offerings – social events for the whole family; mentoring programs for youth; employment opportunities for young adults; and housing for the aging population – Jake's House supports individuals on the spectrum throughout their entire lifespans.

Through these events and services, as well as other strategic initiatives, Jake's House strives to empower individuals with autism; offer their caregivers support and respite; raise awareness; share resources; and build a caring community. Jake's House is dedicated to delivering assistance to those who need it right now, while also determined to establish a support system for future generations.

The ideal candidate will be working with a dynamic, fast-growing organization, collaborating with a passionate, dedicated team.

Title: Recreational Program Instructor

Term: Part-Time with 5-10 hours per week (must be available Saturday mornings)

Reports: Sr. Program Manager

Location: Lucan, Ontario

Industry: Not-for-profit

JOB OVERVIEW

Jake's House is looking to employ a Recreational Program Support Coordinator to facilitate the in-person social workshops at Jake's House Community Residence (JHCR) in Lucan, Ontario. 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 two workshops offered on Saturday (Dance, and Hangouts) and should be able to encourage creativity and self-expression among participants. The Recreational Program Support Coordinator will also be tasked with conducting community outreach to engage with new families, and enroll new volunteers to support within the South-West Ontario region.



RESPONSIBILITIES:

Program Support

- Work closely with volunteers and program attendees for the Legends Mentoring Program (LMP) and the Employment Mentoring Program (EMP) workshops at JHCR in Lucan.
- Attend and assist with workshops and activities to facilitate meaningful cross-cultural exchanges.
- Navigate and oversee various interpersonal relationships between program participants.
- Conduct community outreach to recruit volunteer mentors.
- Present Jake's House Legend's Mentoring Program to community schools and colleges to recruit participants.
- Manage and provide support and guidance to volunteers participating in virtual workshops.
- Develop and execute meaningful family and volunteer recognition that makes the community feel valued and motivated.
- Ensuring pre and post workshop information is being communicated to families and participants.

Relationship Management

- Maintain positive relationships with families affected by Autism Spectrum Disorder (ASD), volunteers, community stakeholders, committee members and the general community.
- Provide information to both families and volunteers regarding Jake's House programs and initiatives including mentoring programs, holiday parties and other programs/events.

Administrative

- Collect and document applications from potential volunteers, families and candidates.
- Assist with administrative tasks related to special projects upon request.

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.
