



POSITION DESCRIPTION

POSITION TITLE

Life Learning Leisure Facilitator

FUNCTION

Reporting to the Community Manager, the Life Learning Leisure Facilitator works in accordance with the 6 Dimensions of Wellness model: physical, mental, spiritual, cultural, vocational, and social well-being of each resident. This individual thrives on innovation, incorporating promising practices into the implementation and delivery of a diverse range of programs. This individual will provide a combination of program creation and facilitation, as well as coaching and supporting staff, residents, volunteers, and external service providers to facilitate programs for residents both onsite and offsite.

RESPONSIBILITIES

- Propose, create, facilitate, and adapt programs aligned with the dimensions of wellness, promising practices, and resident requests.
- Promote opportunities for residents to engage in life, learning and leisure programs, either in groups or independently; proactively interact with residents, individually and in groups, to encourage participation and solicit feedback.
- Engage and coach Silvera employees, residents, and volunteers to participate, support and facilitate programs and events.
- Collaborate with external facilitators and service providers to ensure consistency and quality in programs for residents.
- Coordinate physical spaces, program leaders and materials required for programs and events.
- Plan, promote and support experiences both onsite and offsite.
- Orient new residents to scheduled and independent life, learning and leisure opportunities.
- Regularly monitor resident participation and responses during programs and provide observations, analysis, and recommendations.
- Gather and share documentation and data regarding program usage, program response, efficacy of facilitators and program volunteers; provide statistical and narrative data to inform program design and delivery as required, minimum monthly.
- Facilitate monthly resident meeting specific to learning and leisure programs, events, and initiatives; gather, share, and respond to resident feedback.
- Represent Silvera's Life-Learning-Leisure approach and philosophy both internally and externally.
- Transports and drives seniors from communities to outside activities
- Ensures equipment and supplies are clean, maintained and stored in a safe, and efficient manner.

QUALIFICATIONS

- Demonstrates passion for and experience working with older adults.
- Post-secondary education or training in recreation/leisure/gerontology is preferred; a combination of experience and education may be considered.
- Experience in designing, adapting, and delivering programs.
- Demonstrates creativity, innovation, enthusiasm, and a positive, team-oriented attitude.
- Willingness to grow, learn, challenge and be challenged within a learning environment.
- Strong organizational skills and ability to adapt to changing conditions is essential.
- Previous experience in coaching, coordinating, and supporting volunteers is an asset.
- Strong customer service orientation with demonstrated oral, written and presentation skills.
- Proficiency with Microsoft Office, specifically with Word, Excel, Publisher, and Outlook.
- Must have WHMIS, Food Safety and Pro-serve, or willingness to obtain.
- Class 4 Drivers License and clean drivers abstract.

WORKING CONDITIONS

- Must have valid drivers' license and access to a reliable vehicle, as occasional travel is required.
- Work within different environments, both within a primary location as well as alternate locations.
- Be flexible and able to respond to a variety of changing duties and work routines, on occasion work under somewhat stressful situations.

SUPERVISION

Received: Direct: Community Manager
 Indirect: Advisor, Co-creating Learning & Leisure

Given: Direct: Volunteers, community groups, and residents.

HOURS OF WORK

- Scheduled hours will include a variety of day shifts from Monday through Sunday, with availability to flex into evening and/or weekend shifts to meet program demands.

If you are interested in this position

Apply on our Website: [Careers](#) | [Work With Us](#) | [Silvera For Seniors](#)

Or email: Recruitment@silvera.ca