



Senior's Drop-In Recreation Facilitator

One Year Part Time Contract position

Windsor-Essex Pride Fest is dedicated to providing opportunities for meaningful social and recreational interactions and engagement to increase connections and overcome isolation for all members of the LGBTQ2S+ community in Windsor Essex regardless of gender identity, gender expression or sexual orientation.

The new LGBTQ2S+ Seniors' Recreation Drop-In program will take place in inclusive, interactive, and accessible spaces and will increase opportunities for LGBTQ2S+ seniors to access programming and ensure that social and recreational programming is provided across the county without duplication or barriers. It is important that programming provide opportunities for all LGBTQ2S+ seniors regardless of their age, experience and ability and that it fosters safety and security and respects the dignity of all participants.

The Senior's Drop-In Recreation Facilitator is responsible for the ongoing planning, development, and facilitation of the LGBTQ2S+ Seniors' Drop-In program in both Windsor and Essex County. The Senior's Drop-In Recreation Facilitator will increase opportunities for LGBTQ2S+ seniors to access programming and ensure that a wide range of social and recreational activities are delivered across the county without duplication or barriers including tailoring activities to address a range of abilities and limitations.

Duties will include:

- Work with Coordinator to develop and deliver new seniors' drop-in program to meet social/recreational needs of LGBTQ2S+ seniors as identified through surveys and consultation. These will be a mixture of physical and online events.
- Work with Coordinator to develop, coordinate, and implement special events based on identified needs/wants.
- Ensure best practices and standards are followed in the development and implementation of programs and special events.
- Assist the Coordinator to respond to community needs and public inquiries and/or comments as they relate to seniors' programming.
- Assist the marketing team to promote and publicize programs/services including social media platforms, online events calendar, etc.
- Encourage communication and cooperation among community partners involved in the provision of Seniors' recreational and cultural programs.
- Assist the Coordinator to develop and maintain a complete inventory of recreation resources and maintain weekly program budget.

- Engage in ongoing consultation with senior participants to assess program content and inform evaluation efforts
- Work with Coordinator to maintain program tracking records and provide reports at regularly scheduled intervals
- Assist with data collection activities to support program evaluation including distribution and collection of user surveys or other information gathering as required by the funder or evaluator
- Participate in evaluation planning and strategy.

Skills and Abilities:

- Strong ability in recreational/social program development, implementation, and evaluation including knowledge of current recreational trends among seniors
- Knowledge of local community resources for Seniors.
- Knowledge of current social issues related to LGBTQ2S+ community and seniors.
- Experience with volunteer coordination and knowledge of local volunteer opportunities.
- Strong communication skills and ability to appropriately deal with different subgroups and intersectional populations.
- Experience with advertising and promotional techniques to reach seniors.
- Ability to work both independently and as part of a team.
- Good interpersonal skills and ability to use tact and diplomacy.
- Knowledge and ability to use computer programs.

Qualifications

- Diploma or degree in a relevant field or a combination of education and experience, including experience in recreational/social program development and implementation, or recreation management experience or other relevant experience preferably with seniors.
- Valid driver's license & access to personal vehicle

Compensation:

- Part time: 11 hours per week
- Days/Hours: To be determined
- Salary: \$25 per hour
- Start date: Tentative November 1, 2020.
- Contract position until September 30, 2021.

If you are interested in this position, please send a resume and cover letter to David Lenz at dlenz@wepridefest.com. The deadline for applications is Wednesday, October 28, 2020 by 5:00pm.

We thank all applicants for their interest however only candidates considered for interview will be contacted.