



Job Posting

WAVE Program Lead (Full Time)

Powered by Dovercourt Recreation Association, W.A.V.E. (Work and Volunteer Experience) is a day program for adults on the autism spectrum and/or living with developmental disabilities.

The purpose of the program is to build work skills, life skills, and social skills. During the program, participants work toward individual goals of becoming more independent, and maintaining healthy, active lifestyles.

The Program Lead reports to the Manager of Inclusion and Accessibility and is responsible for the daily activities that provide a well-rounded program that balances physical activity, social activities, and individual life and work skills. The successful candidate will work with a team of program support staff to plan day-trips and in-house activities, as well as assisting with staff scheduling, budget tracking, purchasing, and basic administrative tasks like incident reporting, attendance tracking, etc. The Program Lead will help facilitate fundraisers and special events that raise awareness and funds for the program. The ideal candidate is a strong and passionate advocate for people living with developmental disabilities.

Qualifications for this position include:

- College or University Degree in Recreation, Community Health, Social Work, or a related field.
- Experience working with adults with special needs and some knowledge of ASD and other disabilities
- Experience in facilitating activities for dynamic groups
- Strong interpersonal skills and enjoys working in a team environment
- Strong problem solving and conflict resolution skills
- Experience with IEPs and individual goal-tracking
- Standard First Aid & CPR C; Non-Violent Crisis Prevention and Intervention
- Valid Driver's license and access to a vehicle is very helpful but not required

Salary range is \$38,000 to \$53,000 per year based on a flexible 40-hour work week, which includes some evenings and weekends.

Compensation package also includes RRSP contributions, a subsidized group plan for medical and dental benefits, and access to free programs and services.

To apply or for inquiries: Dovercourt Recreation Association, c/o Caitlin Booth
411 Dovercourt Ave, Ottawa ON, K2A 0S9

e-mail: cbooth@dovercourt.org *Please indicate the position in the subject line*

Applications will be accepted until the position is filled.

