

## WORKSHOP FACILITATOR

<b>POSITION:</b>	Workshop Facilitator (Volunteer)
<b>POSITION REPORTS TO:</b>	Stewardship Coordinator / Public Education Coordinator
<b>TYPE:</b>	Part-Time Volunteer, in-person and/or online
<b>HOURS OF WORK:</b>	Dependent upon workshop bookings; generally daytime hours with some evening hours possible
<b>PURPOSE OF POSITION:</b>	Workshop Facilitator (Volunteer) will be responsible for providing workshops to seniors and older adults about senior abuse
<b>POSTING DATE:</b>	July 4, 2022
<b>OTHER:</b>	A police Vulnerable Sector Screening and proof of full vaccination (3 doses) is required by the successful candidate prior to volunteering
<b>CLOSING DATE:</b>	Ongoing

### About Yellow Brick House:

Yellow Brick House is a non-profit charitable organization dedicated to providing services to women and children who have experienced violence and abuse. Yellow Brick House provides emergency shelter, counselling and supportive services to abused women and their children in York Region. Services are provided within a confidential environment that facilitates empowerment to help women and their children to rebuild their lives.

### Summary of Position:

Under the supervision of the Public Education Coordinator, the Workshop Facilitator (Volunteer) will be responsible for delivering prepared workshops about senior abuse to peers in local retirement communities, residences, seniors' organizations, and other community centres in accordance with the program's stated learning objectives. The Workshop Facilitator (Volunteer) must demonstrate a commitment to serving Yellow Brick House clients and the wider community, and to upholding the Yellow Brick House mission. This position is ideal for an individual with strong organizational, interpersonal, and presentation/verbal communication skills.

### Responsibilities:

1. Deliver workshops about senior abuse in local retirement communities, residences, seniors' organizations, and community centres in accordance with the program's stated learning objectives
2. Attend all training sessions and meetings as requested
3. Interact and liaise with peers and organizational/residence staff
4. Create an open, dynamic, and engaging atmosphere and learning experience
5. Maintain accurate workshop data, including attendance records, evaluations, and other reporting documents
6. Responsible for dissemination of written material(s) such as informative handouts
7. Administer surveys at workshops to support the data collection requirements of funding agencies
8. Work in collaboration with YBH staff to seek out, develop, and maintain relationships and opportunities with organizational partners (if requested/required)
9. If workshops are conducted in-person, travel within York Region will be required

### Requirements:

1. Identify as an older adult/senior
2. Excellent verbal communication, active listening, and presentation skills
3. Prior experience in teaching, public speaking, financial, lived experience and/or workshop/group facilitation
4. Experience with Microsoft Office, including Word and PowerPoint
5. Experience with online communications technologies (e.g., Zoom, Microsoft Teams, etc.) or the capacity to learn
6. Willingness to adapt, be flexible, and improvise as the situation requires
7. Ability to cultivate a motivational and inspiring learning experience
8. Assist in building community connections and healthy relationships
9. Be willing to work flexible hours, which may include weeknights and weekends
10. Self-motivated with the ability to work independently and as part of a team within a flexible professional environment, with minimal supervision
11. A clear police Vulnerable Sector Screening is required
12. Proof of full vaccination (3 doses)

### Skills learned from volunteering:

1. Workshop facilitation to peer groups
2. Presentation and facilitation skills

3. Mission, Vision and Values of Yellow Brick House
4. Knowledge of working with a multicultural organization, gender-based violence issues, and senior abuse
5. Ability to form connections with a wide range of individuals

Please submit resume providing your interest in applying to this position in confidence to [volunteering@yellowbrickhouse.org](mailto:volunteering@yellowbrickhouse.org). Please note in your email **Workshop Facilitator – Senior’s program**.