

Expressive Arts Instructor

Crossing All Bridges Learning Centre

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Brantford, ON

\$16.50 an hour

Permanent

Apply at : <https://www.indeed.ca/viewjob?jk=1c5a0ae3302bb421&from=myjobs&tk=1cn50ldjv5glje9t>

As captured in our Mission statement, *“Crossing All Bridges Learning Centre exists to provide, through compassionate and dedicated staff:*

- affordable day programs to develop life skills in participants;_
- a social and welcoming environment in which meaningful relationships and friendships are developed; __
- inclusive community experiences. _

The Expressive Arts Instructor is responsible for the development, delivery and evaluation of Crossing All Bridges Learning Centre's (CABLC) Expressive Arts program. This includes direct programming to CABLC participants, exploring opportunities for community involvement and facilitating inclusive community experiences.

The Expressive Arts Instructor is a key part of the organization, which includes the Board of Directors, Executive Director, and Supervisor of Operations.

Program and services administration

- Responsible for the development and implementation of the expressive arts programming to all participants. Programming includes, but is not limited to: art, music and drama.
- Initiate, develop and nurture external partnerships to enhance programming and provide opportunities for volunteer experiences and community engagement.
- Supervise lunch periods and coffee shop.
- As required, assist participants in community activities (e.g. outings, special events, volunteer opportunities).
- Supervise arrival and departure of participants.
- Maintain all client files and documentation in an appropriate and accountable manner according to established standards.
- Ensure consistency of quality, accountability and high standards in all programs and services through the preparation of comprehensive program plans with the support and guidance of the Supervisor of Operations.
- Keep track of inventory and ensure that all needed program materials are stocked, organized and appropriately accounted for.
- Maintain appropriate fiscal controls to ensure all program expenditures are within the scope of the annual budget.
- Maintain accurate and complete statistical records where required for all programs.
- Ensure that consistent and meaningful ongoing evaluation of all programs and services is carried out to assess their impact and success, and to make needed changes and improvements as necessary.
- Ensure appropriate use of document/information management on the company hard drive.
- Comply with all CABLC Health and Safety policies.
- Adhere to the Confidentiality Policies of CABLC.

- Ensure comprehensive clean-up of program areas is completed at the end of each day (e.g. sanitizing all common surfaces, sweeping, and dusting).

Other related duties

- Participate actively as an organization representative in collaborative partner networks and in related community activities.
- Identify learning needs for program and services of the organization as a whole, and seek out needed training.
- Attend all mandatory training and self development courses aimed at enhancing the course content and delivery of programs of the organization.
- If you use your own vehicle to transport the participants of Crossing All Bridges Learning Centre, you must maintain throughout your employment with Crossing All Bridges Learning Centre a minimum of \$1,000,000 (one million) personal liability and property damage insurance and you must maintain a satisfactory driving record. A certificate or letter of acknowledgement from your insurance provider must be submitted to your file to verify that they are aware of your use to transport clients of Crossing All Bridges Learning Centre. Successful candidates must check with their insurance company on the required amount of liability coverage.
- Must hold a current certification in First Aid and CPR.
- Must obtain a police clearance including vulnerable sector screening.
- Must provide any other documentation as stated in your resume as required.
- Complete general housekeeping as determined by the organizational need on a daily or weekly basis.

Skill, competency requirements

- Able to communicate instructions and knowledge clearly and effectively to individuals living with varying developmental abilities and learning styles.
- Punctual and dependable.
- Ability to take charge of a room and keep a small group on task and on schedule.
- Team player.
- Positive, enthusiastic and energetic.

Knowledge, education and experience

- Successful supervisory experience in managing a small group of individuals.
- College Diploma or certificate in a related field (Educational Assistant, Personal Support Worker, Developmental Support Worker, Expressive Arts). Experience or background in music, art, drama is an asset.
- Good oral and writing communication skills.
- Good computer skills: Microsoft Word, Excel, Power Point and data processing.
- A capacity to work collaboratively.
- Capable of working with diverse populations.
- Non-judgmental.
- Experience working with individuals with varying developmental abilities.

We thank all applicants but only those considered for an interview will be contacted. Please submit your cover letter and resume to:

Michelle Carpenter by September 18th at 12 p.m.

Job Types: Full-time, Permanent

Salary: \$16.50 /hour

