

Community Inclusion Coordinator (2026)

Position Summary

The Community Inclusion Coordinator supports individuals with developmental disabilities to actively participate in their community, build social connections, and develop life skills. This role focuses on fostering independence, confidence, and meaningful engagement through small group support and community-based activities.

Key Responsibilities

- Support and supervise a small group (1 to 3 participants) in social and recreational activities
 - Facilitate games and interactions that encourage social connection and relationship-building
 - Encourage individuals to explore their interests, strengths, and personal goals
 - Provide basic skill development, guidance, and confidence-building to support potential future employment opportunities
 - Assist participants in community-based activities such as:
 - skating
 - fitness programs
 - shopping
 - cooking
 - Plan and coordinate monthly outings (e.g., coffee shops, crafts, library events, community activities)
 - Support and participate in the Community Garden project
 - Identify and develop new opportunities for community inclusion
 - Maintain attendance records and track participant engagement
 - Prepare brief quarterly progress reports for each participant
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Qualifications

- Grade 12 (required)
- Minimum 2 years of related work experience (preferred)
- Experience in a supervisory or support role (asset)

- Post-secondary education in a related field (e.g., human services, education, social work) is an asset
 - First Aid, CPR, and Food Safe certifications are beneficial
 - Criminal Record Check (required)
 - Experience volunteering or working with organizations supporting individuals with disabilities is an asset
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Skills & Attributes

- Strong interpersonal and communication skills with a respectful, person-centered approach
 - Understanding of developmental disabilities and inclusive community practices
 - Ability to support self-advocacy while balancing independence and safety
 - Creativity and initiative in planning activities and building community connections
 - Ability to work collaboratively and contribute to a positive team environment
 - Willingness to seek guidance and accept feedback
 - Strong organizational skills, including planning, goal setting, and evaluation
 - Awareness of barriers to inclusion and ability to support meaningful participation
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Reporting Structure

- Reports to: Kiosk Manager
 - Works in collaboration with the Gibsons Family Network team and Board of Directors
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Position Details

- **Hours:** 10:00 AM – 2:00 PM Mon-Thursday
 - **Wage:** \$25.00 per hour
 - **Start Date:** May 1, 2026
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How to Apply

Please submit your application by email to:
pastuart11@gmail.com
