

POSITION DESCRIPTION

Programs Facilitator- Women's Wellness



REPORTS TO:	Director of Women's Programs
POSITION DETAILS:	Adult Program Facilitator - 18 hours a week for 35 weeks
DURATION:	September, 2025 - May 2026
EMPLOYMENT CATEGORY:	Part-time Project Related Staff
RANGE OF PAY:	Starting at \$23.59 hourly

Summary of Position:

YWCA Muskoka envisions a world in which girls, women and gender-diverse people thrive in a safe and equitable society. YWCA Muskoka is a community charitable organization that champions positive change through education, leadership and advocacy.

For over 30 years, YWCA Muskoka has received funding through the Investing in Women's Futures (IWF) Program for this position. We offer skills training in healthy relationships and awareness of self, in the hope of promoting awareness and prevention of Gender-Based Violence.

We hope to inspire and empower women by offering creative and innovative programs that increase social support, wellness, community, self esteem and confidence. We aim to enable individuals to become powerful agents of economic and social transformation within their communities.

YWCA Muskoka is looking for a new Adult Program Facilitator to join our team!

This position will be responsible for the development and implementation of wellness programs for women. This position requires a creative self-starter who has the ability to build programming for women of all ages and situations.

This position will work closely with a small team and is involved in all aspects of programming: booking locations, organizing supplies, weekly reports and data management.

This position could complement other part-time facilitation opportunities in YWCA youth programs.

Responsibilities:

This position will:

- Create a safe space for all of our programming participants
- Create curriculum and facilitate programs for multiple wellness programs
- Run workshops during the day time as well as the evening, held in multiple locations
- Provide support in the organization of community events and workshops
- Participate in staff training and biweekly staff meetings Thursdays at 2:30pm;
- Complete weekly reports and contribute to organizational communications as needed;
- Liaise with community partners, spaces and businesses.
- Facilitate completion of preliminary and final participant evaluations;
- Assess needs and support navigation of community support services when appropriate;

- Willing to participate in AODA, Workplace Violence Prevention and Anti-Harassment, and Health and Safety training, Duty to Report, and Inclusion, Diversity and Anti-Racism training;
- Other duties as assigned

Personal Characteristics:

- Belief in the inherent dignity of all human beings
- Commitment to utilize the principles of trauma informed care
- Understanding of structural racism and recognition of its impact
- A love of art, movement and living vibrantly.
- A passionate ally to women who are on a wellness journey
- Ability to listen fully, laugh easily and meet each individual wherever they are, in their journey

Qualifications:

- Proven experience facilitating meaningful and effective group programs
- Knowledge and experience with various wellness and art modalities
- Knowledge of the barriers and bridges to financial wellness
- Experience researching, creating and implementing original programming
- Strong organizational and communication skills
- Capacity for creativity and ‘out of the box’ thinking
- Must be able to work cooperatively with a team
- Flexibility, ability to manage change, and willingness to learn
- Must have reliable transportation and valid G licence Proficiency with Google Drive
- Vulnerable Sector Check

Application Deadline:

This position closes on Thursday August 7, 2025 at 12:00pm

Please submit your resume with covering letter by email to:

Stacey Schat Director of Women’s Programs, YWCA Muskoka

Email Address: sschat@ywcamuskota.com

Please note if there is a particular program you may have interest in facilitating or experience or skill set to bring to our team.

YWCA Muskoka promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from people of any gender and of all races, colours, ethnic origins, religions, abilities and sexual orientations.

We thank all applicants, but only those selected for an interview will be contacted.