



Job Opportunity-Position Title:
Program Facilitator

Location: Cochrane and Western Rocky View County.

Reports to: Program Coordinator.

Employment Type: Part Time.

Seniors for Kids Society is a Cochrane grassroots non-profit organization dedicated to building meaningful friendships between seniors and young people. Through respect, trust, and shared experiences, our school-based Grandparent Programs help strengthen the connections that make our community caring, inclusive, and vibrant.

Position Summary:

The Program Facilitator supports the delivery of the Grandparent Programs in local schools by planning, organizing, and leading activities that create meaningful intergenerational experiences for seniors and children. Seniors for Kids Society seeks a creative, compassionate, and inclusive facilitator who can build positive, fun, mentoring relationships and environments.

Key Responsibilities:

- Plan and facilitate mentoring sessions between seniors and children as overseen by Program Coordinator.
- Collaborate with organization staff to develop, plan, and integrate activities appropriate for Seniors for Kids mentoring programs.
- Support volunteer and intergenerational matches, encouraging and building healthy relationships.
- Foster, promote and maintain mutually beneficial working relationships with all partnering schools, program participants in Cochrane and surrounding area communities.
- Maintain accurate records of attendance, contribute to program outcomes by mentoring and supporting assigned mentee, reporting to the Program Coordinator.
- Familiarize and ensure compliance with Seniors for Kids Society policies and procedures.
- Assist Program Coordinator as needed with volunteer recruitment, training, volunteer appreciation events, and other scheduled community events.

- Report to Program Coordinator on a weekly basis.

Ideal Candidate:

- High School Diploma or equivalent required.
- Preference given to individuals familiar with working with seniors and/or children in a school environment.
- Strong interpersonal and communication skills with people of all ages.
- Passionate individual who values teamwork, inclusion, empathy, and creativity.
- Previous volunteer experience or proven results in education, facilitation and Community Program delivery, is an asset.
- Volunteer or hands-on experience with non-profit sectors.
- Proficient in computer skills using Microsoft Office 365 Suite
- Must have own transportation and valid operator's license.
- Available to facilitate Grandparent programs on Tuesdays, Wednesdays, and Thursdays, throughout the school calendar year; approximately 14 hours per week.
- Ability to maintain confidentiality when required.
- Current police check and IRC form (Intervention Record Check) must be provided. SFK will supply the paperwork.
- References required.

Wage:

- **Starting at \$23.50 per hour.**

Training provided.

To apply please send cover letter and resume to info@seniorsforkids.ca.

Posting will remain open till 4:00pm on Friday August 14th, 2026.

PLEASE NOTE: ONLY SUITABLE CANDIDATES WILL BE CONTACTED.