

Position Title:       **Virtual Activities Coordinator**  
Reports to:         Director of Operations

Overview: This temporary position acts as a facilitator of virtual activities for individuals to ensure they have a virtual option to stay connected to services and their staff. The scope of the Virtual Activities Coordinator encompasses the values of the agency to promote the ability for everyone to participate and belong in our community.

Educational Requirements: HS Diploma or Equivalent Degree

---

**Areas of Accountability:**

Coordination & Facilitation of Virtual Groups

- ✓ Create & maintain virtual activities for individuals to attend with their staff
- ✓ Facilitate (or co-facilitate) virtual activities. Phasing out of some groups if attendance is not needed.
- ✓ Assist staff/people in services access virtual activities
- ✓ Update activities calendar as needed and send to the Agency community
- ✓ Encourage feedback and new ideas
- ✓ Promote the leadership of individuals interested in being the facilitator of virtual groups.

**Required Skills:**

- ✓ Comprehensive understanding and advanced working knowledge of virtual platforms and how to creatively make use of online tools.
- ✓ Strong organizational skills
- ✓ Ability to solicit, imagine and create additional valuable virtual groups to meet the needs of our community
- ✓ Ability to help others troubleshoot accessibility and barriers to virtual activities
- ✓ Strong facilitation skills
- ✓ Strong appreciation for diversity of strengths and needs
- ✓ Excellent interpersonal and verbal communication skills
- ✓ Good judgment and independent decision-making skills

**Physical Demands:**

- ✓ This is primarily sedentary work that requires the ability to remain in a stationary position while constantly operating a computer
- ✓ Must be able to observe others in the group for when facilitation is required
- ✓ Frequent communication with individuals in the group to provide facilitation and respond to requests.

**Professional Expectations:**

- ✓ Exhibit commitment to the philosophy of inclusion and connection with individuals.

- ✓ Patient, insightful, respectful and compassionate approach to people with developmental disabilities.
- ✓ Professional & positive representation of the Agency