

Flourish with Carya



Wellness Collective Facilitator

ABOUT THE ROLE

Locations: Village Commons, 610 8 Avenue SE, Calgary

Full Time Regular: 37.5 hours per week

Salary: \$49,500 - \$62,500

As a member of Carya's Wellness Collective team, the **Wellness Collective Facilitator** supports the design, preparation, and co-facilitation of psychosocial group programming that fosters connection, wellbeing, learning, and belonging for diverse participant groups, including older adults.

This role creates welcoming, inclusive spaces where participants feel respected, engaged, and able to take part in meaningful ways. Grounded in adult learning principles, strengths-based practice, and Carya's values, the Facilitator works collaboratively with team members and co-facilitators to adapt programming, build relationships, and support ongoing program learning and improvement.

WHO YOU ARE

- You are a warm, inclusive facilitator who creates spaces where people feel welcomed, respected, and connected.
- You are creative, adaptable, and comfortable supporting group learning, participation, and wellbeing.
- You are collaborative, reflective, and grounded in strengths-based, culturally responsive practice.

WHAT YOU WILL DO

Program Planning & Coordination

- Plan, prepare, and support the delivery of psychosocial, wellness, learning, and connection-based group programming aligned with Wellness Collective priorities.
- Collaborate with co-facilitators and team members to develop session plans, materials, activities, and engagement strategies.
- Design inclusive, culturally responsive, and accessible group experiences that reflect participant strengths, needs, interests, and goals.
- Complete program documentation, attendance tracking, evaluation tools, outcome reporting, and data entry accurately and on time.

Facilitation & Engagement

- Facilitate creative, engaging group sessions that support connection, self-expression, personal growth, wellness, and belonging.
- Build trusting relationships with participants and create welcoming group environments that foster trust, participation, peer connection, and participant agency.
- Adapt program content and facilitation approaches to meet the needs of diverse participants, including older adults, adults, families, and intergenerational groups.
- Provide light-touch support, referrals, and resource navigation within role scope, while identifying and escalating safety or risk concerns according to Carya procedures.

Relationships and Collaborations

- Maintain strong relationships with participants, colleagues, interdisciplinary teams, co-facilitators, and community partners.
- Collaborate with internal teams and partners to deliver integrated, community-driven programming.



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- Incorporate participant feedback, program learning, and emerging community needs into future planning and facilitation.
- Demonstrate initiative, creativity, adaptability, cultural humility, and sound judgment while applying a strengths-based, solutions-focused approach.

This task list is not intended to be exhaustive, and other tasks may be identified from time to time as required.

WHAT YOU BRING

- **Bachelor's degree in social work, community development, adult education or related field is required.**
- Minimum of 2–3 years of experience in group facilitation, community programming, adult learning, wellness programming, or a related participant-facing role.
- Skilled in planning, preparing, and facilitating group-based programs that support connection, learning, wellbeing, and belonging.
- Strong understanding of group dynamics, including encouraging participation, navigating conflict, adapting in real time, and fostering group cohesion.
- Strong communication and interpersonal skills, with demonstrated cultural humility and the ability to build trust with diverse participants, colleagues, and community partners.
- Sensitivity and responsiveness to diverse perspectives, identities, lived experiences, learning styles, accessibility needs, and cognitive, age-related, health, mental health, or social-emotional needs.
- Ability to provide light-touch support, referrals, resource navigation, and safety planning within role scope, while identifying, documenting, and escalating safety or risk concerns according to Carya procedures.
- Strong attention to detail, discretion, confidentiality, and ability to manage program-related administrative tasks accurately and on time.
- Proficiency in Microsoft 365, including SharePoint, Word, Teams, Outlook, and basic Excel.
- Flexibility to work across program locations and occasional evenings as required; one evening group per semester may be required.
- Valid driver's license, access to a reliable vehicle, and appropriate insurance are required.

The following are considered assets:

- Experience supporting psychosocial, wellness, learning, community-based, or connection-focused programming.
- Familiarity with the social impact or nonprofit sector.
- Completion of Natural Supports Framework training.
- Certification with the Alberta Family Wellness Initiative's Core Brain Story.

WHY JOIN TEAM CARYA

Be part of a community of over 100 passionate professionals who live our values of Respect, Kindness, Creativity, Collaboration, Belonging, and Wellness. Together, we make a difference in the lives of more than 40,000 Calgarians every year.

At Carya, we offer:

- **Exceptional work–life balance.** We empower our team to thrive by valuing rest and renewal. Enjoy ample time off, including three (3) weeks paid vacation pro-rated to start date, personal days, and office closure days, so you can bring your best self to work and beyond.
- **Comprehensive benefits.** We invest in your wellbeing and future. You have the opportunity to enrol in employer-paid extended health coverage, including an annual health spending account, after



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three (3) months, as well as co-pay dental and an RRSP matching program after six (6) months. This support helps employees stay healthy, focused, and confident.

- **Flexibility and support.** We prioritize the growth and development of our team. Our collaborative environment encourages learning, skill-building, and taking initiative, empowering you to make a meaningful impact every day.
- **A culture of belonging.** We value your unique strengths and perspectives. By celebrating diversity and fostering inclusion, we create a workplace where everyone can contribute fully and feel empowered to succeed.

CLOSING DATE

Until a suitable candidate is found.

HOW TO APPLY

Please apply through our online recruitment platform at www.caryacalgary.ca.

Create an account to upload your resume and cover letter (PDF preferred). Please note that applications submitted without a cover letter will not be considered. We appreciate all expressions of interest, however only candidates selected for an interview will be contacted.

Equal Employment Opportunities, Requesting an Accommodation, and Other Employment Statements

Carya is deeply committed to building a workplace where inclusion is not only valued but prioritized. We are proud to be an equal-opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neurodiversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Carya is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact People & Culture by email at HR@caryacalgary.ca in advance of your interview.

The successful candidate must satisfactorily complete a Police Information Check with Vulnerable Sector Search (PICVSS) and a Child Intervention Record Check (IRC). Carya will provide a digital voucher for the successful candidate within city limits or reimburse the cost for those living outside city limits.

