



## Job Description

### Staff Training and Development Supervisor

30 hours/week

9 weeks with the potential to extend

\$18/hour

Hours include weekends

This role is partially funded by the **Canada Summer Jobs grant program** via the **Youth Employment And Skills Strategy**. To qualify, **applicants must be between the ages of 15 to 30 years. Applicants do not need to be a student to qualify.** Further eligibility requirements are listed below.

### **About Do Good Donuts**

Do Good Donuts is a startup social enterprise that hires young adults with intellectual and developmental disabilities for paid, on-the-job training at our Farmers Market donut shop and to gain the skills they need to succeed at work in the community.

Currently, Do Good Donuts sells out of two Farmer's Markets. We are proud vendors at the Leslieville Farmers Market in Greenwood Park Sundays, 9 am - 2 pm, and High Park Market, from 3 pm - 7 pm.

Our trainee employees join us for training on Saturdays from 9 am-1 pm. The training program includes classroom learning and hands-on baking training.

Together, our team, trainees and employees are helping change how people think about employing people with disabilities. We hope you'll join us!

### **About the Staff Training and Development Supervisor**

The Staff Training and Development Supervisor will be a key member of our team. Our bakery exists to provide a workplace where young adults with intellectual and developmental disabilities can gain work skills and the soft skills to prepare them to transition to work in the community. The training and development supervisor will help shape and track trainee and employee progress through hands-on participation with our



trainees at Markets and during our Saturday training and cookie-baking sessions. The successful candidate will be involved in every aspect of our training program, gaining skills that would apply to teaching, special education, social work, developmental services and those looking to work in D&I in non-profit and/or for-profit settings.

### **Requirements & Qualifications:**

- Experience teaching or tutoring others
- Exceptional interpersonal skills
- Ability to work independently, take initiative, and assume responsibility with minimal supervision
- A passion to help those in need, demonstrated by lived experience, previous work or volunteer experience
- Familiarity with Google Workspace (Docs, Sheets, Drive, Calendar etc.)
- Tech savvy (troubleshooting routine errors in Android, iOS/Apple, and Windows environments)
- Background in Social Service Work, Community Work, Social Work, Developmental services & Behavioural Science, or a related field would be an asset (could be a student, recent graduate, or have relevant experience with the intellectual/developmental community)
- This position will accompany our trainee employee staff in the kitchen making cookies so applicants must be comfortable in the kitchen. Expertise is not required

### **Duties include:**

- Coordinate training programs for employees with intellectual and developmental disabilities.
- Use digital tools like PowerPoint, Canva, Keynote, Adobe Suite etc., to develop and deliver weekly training modules related to skills required for work in the kitchen and at the farmers' market retail locations.
- Work in a team onsite with organization staff, bakery staff, volunteers and youth with ID/DD during cookie production to assist with their learning and observe areas of growth and areas of need.
- Work as part of the team on site with youth with ID/DD at farmers' market retail locations to encourage and support skills, build rapport, and identify areas of growth and areas of need.



- Use the POS system to take customer orders, receive payment, and package orders.
- Communicate with youth with ID/DD, their parents, and other team members, including bakery staff, executive director, President, customers and site managers.
- Communicate identified areas of strength and need to the larger team and support in scheduling, curriculum changes and any accommodations identified at work.
- Track staff progress by recording progress, surveys, self-evaluations, and weekly reports using Google Suites.
- Follow workplace safety protocols set out by the organization
- Be a supportive, encouraging mentor to employees with ID/DD to foster strong relationships on the team and ensure these employees are working to their full potential

### **Skills Developed in this role:**

#### **Client service**

Client Service refers to the ability to communicate efficiently and professionally with clients. At work, client service skills are required to interact with clients on behalf of the employer.

#### **Teamwork**

Teamwork refers to the skills needed to interact with other people. At work, people work with others in pairs and small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities involving teamwork.

#### **Communication**

Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally by speaking, listening and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities that involve verbal or written exchanges.

#### **Digital skills**

Digital technology refers to the skills needed to understand and use digital systems, tools and applications and to process digital information. People use digital technology skills at work to input, access, analyze, organize, create and communicate information



and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smartphones and other digital devices.

### **Leadership**

Leadership refers to a number of skills, including communication, relationship building, the ability to delegate and traits such as honesty. At work, leadership skills are required when working in a team, demonstrating initiative, and taking responsibility for completing tasks requiring multiple employees.

### **Canada Summer Jobs Eligibility Requirements:**

- Be between 15 and 30 years of age at the start of the employment\*;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

To learn more about Do Good Donuts, visit our website at [dogooddonuts.org](http://dogooddonuts.org).

To apply for this role, email a resume and cover letter to [training@dogooddonuts.org](mailto:training@dogooddonuts.org).