



Role Posting: Program Leader – Permanent Full-time

Posted: October 16, 2025

Closing: November 3, 2025

L'Arche is an organization in which people with and without intellectual disabilities share life together based on stated core values, as articulated in our Servant Leadership Model. We live, work, and learn together in our 30 communities across Canada. Founded in 1964, L'Arche strives to shape a more human and just society where each person's gifts are known and celebrated.

Position: Program Leader

Location: Daybreak, Richmond Hill ON

Duration: Permanent, full-time (40hrs/wk)

Start date: January 5, 2025

Salary: commensurate with experience

Responsible To: Program Coordinator

L'Arche Daybreak is seeking an energetic, compassionate individual to be a leader in one of our programs. The Program Leader is responsible for the overall integration of the L'Arche Identity and Mission and Servant Leadership Model in the day-to-day life of the program, while planning and overseeing high quality support for each person with a developmental disability, and the supervision, support, training, and formation of all assistants in the program. The Program Leader is an effective member of the program leaders' team in the community, the leader of the program team and an active member of the local L'Arche community. **This role will be Tuesday – Saturday with programming offered in the evenings Tuesday and Friday and daytime Wednesday, Thursday and Saturday.**

Location: This program is located on the main property at Daybreak. 11339 Yonge Street in Richmond Hill. It is an active and engaging leisure-based program with the goal of connecting core members with the wider community. This program focuses on hospitality, meaningful outings and activities, group participation, as well as personal health, wellness, and empowerment.

Major Duties and Responsibilities:

- Plan and supervise programming for current and future participants. This will incorporate the current programming Wednesday and Thursday morning and expand to offer evening and weekend opportunities for current and new community members
- empowering core members to make choices that will ensure that they have a meaningful & engaging day
- collaborating with other team members to support the physical, psychological and emotional well being of the core members;
- responding to each core member's individual needs by respectfully supporting them with daily living skills, personal care, and where needed, administer medication;
- encouraging core members to achieve the highest level of independence in their vocational skills and relationships;
- assisting core members in building skills in appropriate areas

- Creates and fosters a comfortable and welcoming atmosphere based on the characteristics of program members
- Oversees that all personal care and routines of core members are done with best practices and to a high standard
- Ensures maintenance and upkeep of physical program space, vehicle(s), equipment and supplies
- Maintains regular and consistent schedule of individual (supervisory) roles and goals meetings, team meetings, and circles of learning
- Provides orientation and training to all Assistants responsible in the program.
- Participates in and leads reviews according to set process
- Ensures Assistants have tools and direction needed to perform their tasks
- Liaisons with family members and or guardians
- Collaborate with other Program leaders to make the most of resources and allow for seamless participation
- Collaborates with Leadership team in community as well as with assistants in the home

Qualifications:

- High school diploma or equivalent
- Fluent in spoken and written English
- Demonstrated commitment to L'Arche values and vision.
- Ability to be flexible and manage the stress of multi-faceted responsibilities and management
- Ability to remain calm, focused and clear in times of crisis
- Organized and able to set priorities and follow-through on commitments in timely fashion
- Excellent communication skills, including the ability to give direction, report information and model effective communication techniques/strategies with the individuals with developmental disabilities in the home.
- Collaborative
- Open to learn and grow; able to give and receive feedback
- Ability to proactively manage tensions in relationships
- Ability to effectively delegate and supervise
- A Full G driver's license and ability to meet Daybreak insurance required

How to Apply:

- Please apply with a resume and cover letter to Carlene Danes, Assistants Coordinator, at carlenedanes@larchedaybreak.com by November 3, 2025.