



POSITION DESCRIPTION – PAPA BEARS PEER VOLUNTEER FACILITATOR
Volunteer Position

POSITION TITLE: Papa Bears Peer Facilitator

REPORTS TO: Papa Bears Peer Partner

HOURS: Papa Bears groups run on a weekly basis for two hours at various locations throughout the city, with the schedule determined by the Peer Partner and volunteer's availability. There are no guaranteed minimum hours.

HONORARIUMS: In recognition of the valuable time, effort, and dedication contributed by volunteers, an honorarium system has been established to express appreciation for their service.

LOCATION: The administrative office is based out of the Horizon Centre with the Papa Bear Peer facilitator volunteering at various locations throughout the city.

POSITION PURPOSE: The Papa Bears Peer Facilitator supports Families Matter vision by ensuring that the program offers those that identify as fathers/male caregivers and their young children, typically between the ages of 0-5, the space, opportunity and support to participate in a safe, dynamic, friendly, and inclusive environment. The program places a high priority on the power of play as a means of learning about child development, engaging in socialization opportunities and creating community connections.

QUALIFICATIONS:

Experience and professional requirements

- Lived experience in your own parenting journey and comfort working with the fathering population.
- Be in a positive place in your own life with a personal commitment to self-care through stress management and resiliency strategies to maintain health and wellbeing.
- Completion of Papa Bears Peer training provided by Families Matter.
- Standard First Aid/CPR Level C – Completed before your 1st in-person facilitation. To be updated every three years, paid for by the agency.
- This position requires the completion of a Criminal Record Check and a Child Intervention Record Check with results that are satisfactory to the employer. Both Checks must be renewed by the volunteer before they expire every three (3) years. Costs to be reimbursed by agency.

Knowledge and skills requirements

- Well-developed interpersonal and relationship-building skills; ability to establish rapport and excellent communication with families.
- Previous participation in parenting education or caregiver child learning programs is an asset.
- Strong oral and written communication skills.
- Ability to work in a very organized, accurate and detail-oriented way.
- Self-directed, and able to take initiative.
- Creativity, high energy, and a sense of fun.
- Must be responsible in transportation to and from centers where program is running – either with own vehicle or through public transport.

RESPONSIBILITIES:

1. Embrace and uphold the values and policies of Families Matter.
2. Facilitation of the Papa Bears program, building fathering capacity through conversation and role-modeling.
3. Providing support to those that identify as fathers/male caregivers in their parenting.
4. Engage fathers and their children in play-based activities and circle time using interactive songs, nursery rhymes and storytelling.
5. Provide supported referrals to community services and resources as required.
6. Ensure that the learning environment is well-maintained, safe, organized and engaging for participants and their children. Assist in the set-up, take down and clean-up of programming.
7. Maintaining consistent and proactive communication with the Peer Partner ensuring that pertinent information and updates are provided on an as-needed basis to ensure consistency in programming.
8. Regular data entry to measure program efficacy and ensure accurate tracking.
9. Participate in necessary/relevant training opportunities and meetings assigned by the Peer Partner.
10. Flex hours to accommodate different schedules as needed by programming needs.

DATE UPDATED: March 18, 2026