



## **Steveston Community Society**

*Serving the Community of Steveston Since 1946*

### **EMPLOYMENT OPPORTUNITY SENIORS COORDINATOR**

Duration: Regular Full-Time 35 hrs. /week

**The Steveston Community Society is seeking a dynamic, creative, excellence-driven professional to coordinate programming for seniors.**

#### Job Summary

Reporting to City Staff, the Seniors Coordinator is responsible for the development and implementation of comprehensive programs and services that are responsive and relevant for seniors.

#### Duties/Responsibilities:

##### Programming

- Develop, implement, coordinate and evaluate recreational, wellness, social, cultural and educational programs and services that are inclusive and responsive to the diverse needs of seniors and based on best practices, emerging trends, direct consultation, and program evaluation.
- Perform duties consistent with the City's Corporate Priorities, Seniors Service and Age-Friendly Assessment and Action Plans.
- Enhance programming through the provision of meaningful volunteer opportunities.
- Partner with community agencies to reach seniors who are underserved, isolated and at-risk; to reduce barriers and increase access to community resources; and to develop, implement, and evaluate programs and services to meet their complex needs.
- Organize special events to meet the interests of diverse populations and to raise the profile of seniors.
- Instruct and lead seniors programming as required.

##### Supervisory

- Recruit, screen, hire, train and evaluate instructors, volunteers, group liaisons and practicum students.

##### Customer Service

- Develop relationships that are trusting and build rapport with seniors in one-on-one and group settings; solicit feedback on programs from seniors, caregivers and families.
- Provide information and referral services as appropriate. Develop and maintain networks and act as a resource with community agencies including health, housing, and social services.
- Present seniors-related information and service needs to public groups, peers, staff, boards and the community.
- Create and distribute promotional, marketing, and educational materials using a variety of tools for seniors, caregivers, and families.
- Empower seniors to take an active role to share their knowledge and skills. Work in conjunction with City services to foster a positive image of seniors and to reduce stereotypes and ageism.
- Respond to all inquiries from the public and staff.
- Deal with difficult and complex situations, requiring sound judgement and the ability to assess and respond accordingly. Articulate boundaries governing appropriate behaviour and use of facilities.

##### Safety/Risk Management

- Work with people with complex chronic conditions including mental health issues, addictions and sensory and mobility needs to accurately assess risk in programs and services.

- Follow and implement risk management and emergency protocols as required; complete First Aid reports in a timely manner.
- Adapt to the physical environment and assess the risk on an ongoing basis, especially with programs and services off-site (Ex. Out trips).

#### Administrative

- Prepare and manage program budget.
- Prepare written reports; create and maintain procedures for staff and volunteers.
- Maintain supplies and equipment and set up facilities as needed.
- Book facilities, buses, drivers, and plan/prepare detailed schedules/itineraries for programs/trips.
- Research and apply for funding opportunities. Administer and report on granted funds appropriately following required timelines.
- Set goals within work plan consistent with the guiding principles for the City's Seniors Service and Age-friendly Assessment and Action Plans.
- Develop a knowledge base of resources available in the community.
- Solicit sponsors and publicly recognize contributions.
- Attend meetings, conferences and workshops as required; provide regular updates/reports.
- Administer programing activities in computer registration system.
- Document and report abuse or neglect to appropriate authorities.
- Other related duties as assigned and may vary according to each facility.

#### Required Qualifications

- Completion of a diploma in a social service or related field with two years' experience working with seniors
- Experience with program development, group facilitation, applied leadership, supervision, and budget management
- Computer skills including Microsoft Office
- Standard or Emergency First Aid Training & CPR
- Successful applicant must pass a Police Information Check

#### Desired Qualifications

- Experience and/or education related to social work, mental health, addictions, and informal counseling.
- Volunteer and human resource experience
- Conflict resolution skills and ability to work collaboratively
- Second language and/or intercultural experience
- Marketing and event planning skills
- Experience with volunteer boards
- Class 4 Licence

Hours and Rate of Pay: 35 hrs. /week (Flexible) - Starting at \$26.09 - \$27.68/hr. plus Benefits

Please submit resume and cover letter to:

**Howard Palliser**  
**c/o Steveston Community Centre**  
**4111 Moncton**  
**Richmond, B.C. V7E 3A8**  
**Fax: (604)718-8096**

**Email: [hpalliser@richmond.ca](mailto:hpalliser@richmond.ca)** – Subject: Seniors Coordinator

Deadline for receiving applications is Friday, May 17<sup>th</sup>, 2019

We thank all applicants for their interest. Only candidates under further consideration will be contacted.