



Steveston Community Society

Serving the Community of Steveston Since 1946

EMPLOYMENT OPPORTUNITY

SENIORS COORDINATOR

Steveston Community Society is accepting applications for the Seniors Coordinator position.

Reporting to the Community Facilities Coordinator, the successful candidate will be responsible for the development and implementation of comprehensive programs and services that are responsive and relevant for seniors.

DUTIES AND 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.
- 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/Communication

- 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.
- Deal with difficult and complex situations, requiring sound judgement and the ability to assess and respond accordingly.

Safety/Risk Management

- Follow and implement risk management and emergency protocols as required. 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
- Develop a knowledge base of resources available in the community.
- Attend meetings, conferences and workshops as required; provide regular updates/reports.
- Administer programming activities in computer registration system.
- Other related duties as assigned and may vary according to each facility.



Steveston Community Society

Serving the Community of Steveston Since 1946

EMPLOYMENT OPPORTUNITY

REQUIRED QUALIFICATIONS

- Completion of Grade 12 and a diploma in a social service or related field with two years experience working with seniors or other equivalent combination of experience and education
- Experience with program development, group facilitation, applied leadership, supervision, and budget management
- Computer skills including Microsoft Office
- Standard or Emergency First Aid Training & CPR
- Police Information Check

DESIRED QUALIFICATIONS

- 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
- Foodsafe Certification
- Passion for cultural and historically relevant programming

HOURS OF WORK AND REMUNERATION

- 35 hours per week (Occasional Evening and weekend work is a requirement of this position)
- Starting at \$31.37 - \$33.28 per hour (As of September 1, 2024)
- Benefits package after 3 months

Interested candidates may apply for this position by sending a cover letter and resume to:

Attention – Community Facilities Coordinator

Steveston Community Centre

Email: stevestoncc@richmond.ca

The deadline for receiving applications is **March 16, 2025 at 11:59 p.m.**

The Steveston Community Society thanks all applicants in advance for their interest.

Duties may be carried out in a City-owned facility, however, the City is not the Employer for this position.

This position is restricted to those legally entitled to work in Canada.

Only those candidates under further consideration will be contacted.