



Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

www.froghollow.bc.ca

2131 Renfrew Street
Vancouver, BC V5M 4M5

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JOB POSTING

Community Programmer

Frog Hollow's program for seniors supports the active aging of older adults 50 years of age and older in the Hastings-Sunrise community by enhancing social connectedness and physical activeness via the utilization of community-based programs.

The Community Programmer will provide direct support to seniors with a passionate team of 4 and group of intergenerational volunteers!

Position:	Community Programmer
Hours:	Part-Time 14 hours per week
Term:	41-week fixed term position June 20, 2022 to March 31, 2023 with the possibility of extension pending program funding
Salary:	Band P4 \$22.90 to \$24.11 per hour
Closing Date:	Monday May 30 th ; 1 st interviews will be scheduled during the week of June 6

Frog Hollow Neighbourhood House/ANHBC is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment.

Please note that during the COVID19 pandemic, work locations will vary. Locations will include Frog Hollow Neighbourhood House, as well as program sites such as Clinton Park. It may also involve working from home.

Duties and Responsibilities:

- **Provide direct one-on-one support to older adults 50 years of age and older.** Connect and assess client needs, assist with navigation of public systems (e.g., housing, transportation, finances, legal, income tax, health, employment, etc.), and refer to 3rd party resources as needed.
- **Volunteer engagement:** including recruitment, orientation, training and ongoing coaching of volunteers
- Plan, organize and coordinate resources, arrange, set up and take down equipment and supplies to ensure smooth delivery of the program
- Communicate and promote program information both internally and externally
- Liaise and coordinate between community partners and other service partners
- Maintain detailed daily, monthly and/or quarterly statistics, provide input for program report(s) and keep other program(s) related documentation in place

Creating Our Community Together



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Qualifications:

- Proficiency in Cantonese is a requirement as we the majority of seniors we support speaks this language
- Demonstrated experience & passion in working with seniors
- Experience with and comfortable in providing service that navigate governmental systems (i.e., OAS/GIS applications, CPP applications, Housing applications, etc.)
- Current First Aid, CPR, and/or Food Safe certification is an asset
- Ability to work independently and as part of a team
- Ability to communicate inter-culturally and comfortable working in a fast-paced setting
- Skills in program/event planning

Please apply by submitting a resume and cover letter by email to Lysandra Chan at lysandra@froghollow.bc.ca

Thank you for your interest!

Our work is centered on inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage applications from people who identify as Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities.

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