



## Job Description Seniors Program Coordinator

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 program coordinator will provide direct support to seniors along with a passionate team of 2 and group of inter-generational volunteers!

<b>Position:</b>	Seniors Program Coordinator
<b>Hours:</b>	Part-Time 28 hours per week
<b>Term:</b>	Fixed term position starting November 21 <sup>st</sup> , 2022 and ending March 31, 2023 with the possibility of extension pending funding
<b>Salary:</b>	Band P7 \$26.68 to \$29.56 per hour
<b>Start date:</b>	Monday November 21 <sup>st</sup> , 2022
<b>Closing:</b>	Tuesday October 11 <sup>th</sup> , 2022

### Duties and Responsibilities:

1. Develop new funding proposals as well as a program sustainability plan in collaboration with the program director and the Multicultural Seniors Advisory Committee
2. Manage the overall implementation and evaluation of various funded program in support of older adults 50 years of age and older; ensure program mandates, outputs and outcomes are met or exceeded
3. Supervise two staff through ongoing communication via one-to-one meetings to ensure the effective implementation of all projects and staff's growth & professional development
4. Recruit, train and support a group of volunteers, in conjunction with the Volunteer Engagement Coordinator
5. Responsible for effective functioning of Multicultural Seniors Advisory Committee (MSAC) including development of membership, agenda, on-going communication and follow up
6. Develop & monitor program budgets in collaboration with the program director
7. Compile reports to funders and steering committees as required
8. Maintain and support external partnerships together with the Director to; develop a network of advisory circles including community partners and program participants
9. Oversee the planning of program events, activities and workshops and lead the development of policies and practice
10. Assist in the development of project materials, resources, and referral information and edit all program documentation/promotional materials
11. Maintain an excellent working knowledge of promising practice with regards to supporting intergenerational initiatives
12. Attend and takes an active role in participating in program, departmental and all-staff meetings and house/family program events as required

## Qualifications:

1. Professional work and/or volunteering experience in the nonprofit sector; ideally directly with A diverse population of seniors
2. Post secondary education, degree or diploma in social services/sciences, counseling, gerontology or equivalent education and experience
3. Strong cross-cultural competency and demonstrated ability to promote an inclusive work environment
4. Experience supervising, managing and motivating staff and volunteers from a wide diversity of backgrounds
5. Strong ability and interest in working in a busy, varied and supportive work environment which requires energy, creativity, strong self initiative and flexibility
6. Strong organizational skills and ability to effectively perform administrative tasks, including competency in standard technology & software (Microsoft 365, One Drive, Zoom, Canva etc)
7. Demonstrated ability to work in a large, complex, multidisciplinary team
8. Experience in program development with a community development focus
9. Experience and comfort working with external organizational partners such as academic institutions, business and other not for profit organizations, and funding partners
10. Excellent communication skills (written and verbal), second language preferred
11. Knowledge of local mental health resources and services is an asset

Please apply by submitting a resume and cover letter by email to Susan Liu Woronko at [susanw@froghollow.bc.ca](mailto:susanw@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.

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.