



Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

www.froghollow.bc.ca

2131 Renfrew Street
Vancouver, BC V5M 4M5

T: 604.251.1225

F: 604.254.3764

E: contact@froghollow.bc.ca

Community Programmer

The Community Programmer works under the direction of Seniors Program Coordinator. The programmer will provide direct support to seniors but primarily will recruit, support, coach volunteers to support older adults 50 and older in Hastings-Sunrise community.

Position:	Community Programmer
Hours:	14 hours per week
Salary:	ANHBC wage grid Band P4: \$22.09 to \$25.38
Closing Date:	March 17, 2023
Start Date:	April 3 rd , 2023

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.

Duties and Responsibilities:

- **Volunteer engagement:** including recruitment, orientation, training and ongoing coaching
- **Direct one-on-one support to older adults 50+:** Connect and assess client needs, provide information, refer to Frog Hollow internal program where appropriate, refer to 3rd party resources as needed, support clients' digital literacy learning needs etc.
- **Program statistics collection:** maintain detailed daily, monthly and/or quarterly statistics, provide input for program report(s) and keep other program(s) related documentation in place
- Liaise and coordinate between community partners and other service partners
- Communicate and promote program information both internally and externally
- Plan, organize and coordinate resources, arrange, set up and take down equipment and supplies to ensure smooth delivery of the program
- Provide support within various youth, family, seniors and intergenerational programs as directed.
- Provide input to the Family and Seniors Program Director and Intergenerational Coordinator to assist in preparing funding proposals for the program and identify new funding opportunities

For qualifications, please see page 2.

Creating Our Community Together



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Qualifications:

- Demonstrated skills in program/event planning
- Experience mentoring youth and senior leaders and working with community members of all ages
- Demonstrated ability to work independently and as part of a team
- Ability to communicate inter-culturally and comfortable working in a fast-paced setting
- Demonstrated ability to communicate effectively both orally and in writing
- Proficiency in a second language (Chinese and/or Spanish) is an asset
- Current First Aid, CPR, and/or Food Safe certification is an asset

Applicants should submit your coverletter and resume to Susan at susanw@froghollow.bc.ca
by Friday March 17, 2023

Thank you for your interest!

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