



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 t: 604-324-6212 f: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

Welcome

Bienvenue

歡迎

Chào mừng Quý Vị

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Bienvenidos

## Seniors Hub Programmer Internal/External Job Posting

### Job Overview

The Seniors Hub Programmer will work collaboratively with the SVNH Seniors Team under the leadership of the Director of Seniors and Food to achieve the goals and objectives of the hub. The hub aims to build the capacity and leadership of culturally diverse senior participants and senior volunteers. Furthermore, we strive to expand the scope of services and create new opportunities for seniors to participate in community life.

Specific areas of responsibility include:

1. Supervise and support volunteer driven programs and activities.
2. Build the capacity of multilingual community members to act as volunteer leaders for seniors- led activities with an emphasis on intercultural integration.
3. Oversee and ensure seniors peer-led programs within SVNH are planned, implemented, evaluated and integrated into the Seniors Hub.
4. Work collaboratively within the SVNH Seniors Services Team to ensure integrated management of senior volunteers.
5. Respond to individual seniors needs, providing information and making referrals to services as needed.
6. Assist with program communications and promotion.

### Qualifications and Skills

- Certificate in Social Services, Recreation or related discipline and/or a combination of education & experience
- Experience working with seniors and volunteers in a multicultural environment
- Experience supervising volunteers and implementing volunteer management systems
- Experience in managing meetings and group facilitation
- Knowledge of seniors' issues and how to promote healthy aging
- Good time management and organizational skills; and ability to work in a team environment
- Excellent inter-cultural communication and conflict resolution skills
- Demonstrated ability to work collaboratively and build effective relationships with culturally diverse community residents, volunteers, co-workers and community service providers
- Ability to define tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives
- Written and verbal English skills. Second language representative of South East Vancouver such as Cantonese, Mandarin, Punjabi, Hindi, Spanish and Farsi an asset
- Experience in word processing, database, publishing, and internet research
- Demonstrated ability to complete program, funding, and statistical reports
- Knowledge of South Vancouver neighbourhood and community resources available for seniors
- Valid 1<sup>st</sup> aid certificate or willingness to obtain one
- Criminal record search required

Salary: \$18.80 - \$24.45/hour (dependent on experience) 35 hours/ week plus benefits after probation period

Posting Closing date: September 14, 2017

Position start date: September 25, 2017

Please send covering letter and resume to: Director of Seniors and Food at the South Vancouver Neighbourhood House, 6470 Victoria Drive, Vancouver, BC, V5P 3X7, Fax: 604-324-6116 or Email: [shelley@southvan.org](mailto:shelley@southvan.org)  
For a complete job description email [shelley@southvan.org](mailto:shelley@southvan.org)

*Association of Neighbourhood Houses and South Vancouver Neighbourhood House are equal opportunity employers. Only successful candidates will be contacted.*



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