



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 t: 604-324-6212 f: 604-324-6116 website: www.southvan.org

Welcome Bienvenue 歡迎 Chào mừng Quý Vị ਜਮਾਇਆ ਨੂ Bienvenidos

Seniors Hub Community Programmer Internal/External Job Posting

Job Overview:

The Seniors Hub Community Programmer will work with the Director of Seniors Program/Food Initiatives and the seniors staff team to achieve the goals and objectives of the hub: to build capacity and support leadership roles of seniors from all cultural backgrounds; build the capacity of seniors' serving organizations to collaborate and expand scope of services and create new opportunities for seniors to participate in community life. The Seniors Hub Community Programmer will work under the direction of the Director to build the capacity of volunteers, develop programs and address emerging needs identified through the Seniors Hub Council.

Specific areas of responsibility include:

1. Oversight of seniors driven peer-led community programs including English Conversation Circles, a South Asian Seniors Wellness Group, Move, Groove and Improve Active Aging Circles, Cantonese Wellness & Indoor Exercise
2. Working collaboratively within the SVNH Seniors and Food staff team to ensure integrated management and training of volunteers.
3. Coordinating the volunteer Information and Referral program.
4. Integrating management of volunteers including orientation, training, coaching, coordination and recognition.
5. Evaluation of volunteer led programs

Qualifications and Skills

- Diploma or Certificate in Community Development, Social Services or a combination of education and minimum of 2 years' experience in community based seniors service sector
- Minimum of 2 years' experience in volunteer management, community development approaches & developmental evaluation
- Experience working with seniors and volunteers in a multicultural environment
- Knowledge of seniors' issues and how to promote healthy aging
- Strong group facilitation and adult education skills
- Excellent leadership skills
- Excellent inter-cultural communication and conflict resolution skills
- Strong written and verbal English skills.
- Second language representative of SE Vancouver an asset
- Experience in word processing, database, developing promotional materials and conducting Internet research
- Demonstrated ability to complete and compile program and evaluation reports
- Knowledge of South Vancouver community and resources
- Class 5 Drivers License an asset
- Valid 1st aid certificate
- Criminal record search required

Salary: \$19.87/hour, 28 hours/ week plus benefits after probation period.

Posting Closes on September 10, 2018

Please send covering letter and resume to: Director of Seniors' Programs and Food Initiatives, South Vancouver Neighbourhood House, 6470 Victoria Drive, Vancouver, BC, V5P 3X7, Fax: 604-324-6116 or Email:

shelley@southvan.org

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