



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

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

Welcome Bienvenue Chào mừng Quý Vị ਜਮਾਇਆ ਨੂੰ Bienvenidos 환영합니다

Seniors' Hub Programmer (Internal/External)

Job Overview

The Seniors' Hub Programmer will work collaboratively with the Seniors Team under the leadership of the Director of Seniors' Programs and Food Initiatives 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 in all three neighbourhoods of South Vancouver.

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. Respond to individual seniors needs, providing information and making referrals to services as needed.
5. 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 directly 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 the principles of healthy aging
- Excellent inter-cultural communication and conflict resolution skills
- Written and verbal English skills. Second language representative of South East Vancouver such as Cantonese, Mandarin, Punjabi, Hindi, Spanish and Farsi is highly preferred
- Demonstrated ability to work collaboratively and build effective relationships with culturally diverse community residents, volunteers, co-workers, and community service providers
- Good time management and organizational skills; and ability to work in a team environment
- 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
- Criminal record check must be successfully cleared

Salary: \$21.00/hour plus benefits after probation period

Posting Closing date: October 2, 2020 **Position start date:** October 26, 2020

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

Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Only short-listed candidates will be contacted.

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