



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

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

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Healthy Aging Program Coordinator

Internal Job Posting - Part-Time

South Vancouver Neighbourhood House (SVNH) is on the unceded, occupied, ancestral, traditional, and stolen homelands of the Coast Salish Nations, the x̱məθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlíl̓wətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

South Vancouver Neighbourhood House is looking for a **Healthy Aging Program Coordinator** to join our Seniors team. The Healthy Aging Program Coordinator is an integral part of the community-based seniors' services team and will work closely with colleagues to deliver wrap-around services that best meet the unique needs of each older adult. The Healthy Aging and Outreach Coordinator will work with the Seniors Team under the direction of the Manager of Community Based Seniors' Services to coordinate and lead the Social Meals and Friendly Visiting programs. The Healthy Aging Program Coordinator will manage program volunteers and ensure volunteers from all cultural backgrounds are recruited and retained to assist us in delivering seniors services and programs.

The successful candidate will be detail oriented, excel at creating community connections and have knowledge and experience working with older adults and volunteer administration. This is a regular part-time position at 31 hours per week.

Role & Responsibilities:

- Develop, implement, expand, coordinate, and promote CBSS programs, including friendly visiting/phone calls and social meals in collaboration with SVNH seniors team and community partners;
- Recruit, train and supervise volunteers that will be providing direct services to older adult participants;
- Undertake program outreach, home visits and registration, and needs assessment, refer seniors to other services as needed;
- Monitor and evaluate the effectiveness of programs, on-going needs for program development, partner collaborations and advocacy;
- Build and maintain relationships with program partners and key seniors serving agencies to ensure understanding, support, and referrals to the program;
- Develop and maintain relationships with Vancouver Coastal Health staff to ensure the understanding and support for the program;
- Maintain service records, track service moments, and prepare reports for evaluation, funders and organizational requirements;
- Actively participate in the Community of Practice meetings and work with other Partners to gather and share resources.
- Build awareness of community needs, gaps, trends and share this information at team meetings and with partners and stakeholders;
- Identify and provide leadership through community development to build the capacity of seniors to age in place and build social connections

Secondary Duties

- Attend SVNH all staff meetings to ensure program integration with other SVNH services;

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- Participate in SVNH activities and other duties as required:
- Create regular reports for Director of Older Adult Programs and Services, and Hub Council when requested

Qualifications & Skills:

- Post secondary education in a relevant discipline (e.g. gerontology, social services, social work, family studies, psychology, etc);
- Good understanding of seniors issues and how to work with challenges faced by older adults including those who are newcomers to Canada;
- Knowledge of community development principles, experience with anti-oppression frameworks and strength-based approaches
- Demonstrated ability to plan and implement a new program including appropriate policies and procedures for risk management;
- At least 2 year's experience working with seniors and culturally diverse communities;
- Demonstrated administrative and record-keeping skills;
- Strong organizational and time management skills;
- Volunteer management expertise: knowledge and skills in developing and implementing systems related to intake, screening and assessment; ability to support and train volunteers;
- Working knowledge of Better Impact, volunteer management platform, would be an asset
- Strong English writing skills and ability to produce formal, anecdotal and statistical reports;
- Strong computer knowledge and experience including Microsoft Office;
- Knowledge of relevant community resources, service providers and networks within South Vancouver;
- Ability to work independently and as a team member;
- Demonstrated ability to comply with policies and procedures regarding privacy and confidentiality;
- Valid first aid certificate (or willingness to obtain Level 1 Occupational first aid) an asset
- Cleared criminal record check;
- Ability to speak Cantonese and/or Mandarin preferred and an asset;
- Valid class 5 driver's license an asset.
- Food Safe Certificate an asset.

Compensation: \$28.87 per hour

Application Period: Posting period: February 25th - March 4th, 2026

Schedule: 27 hours per week, 5 days per week between Monday to Friday with hybrid in-person/work from home options available. Some evening and weekend work when necessary.

Start Date: March 24, 2026 (estimated)

Please send cover letter and resume by email with subject **Healthy Aging Program Coordinator Program Coordinator by March 4th, 2026** to:

Alex Hill - Manager of Community Based Seniors Services (She/Her/Hers) alex.hill@southvan.org

ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to apply. Only short-listed candidates will be contacted for an interview. No phone calls please.

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