

JOB POSTING

Date: January 18, 2024

Position: **Seniors Program Coordinator**

Company: Havelock Seniors Club

For close to seventy-years, the Havelock Seniors Club has been operating as a not-for-profit seniors' club. They offer social, educational, and fitness related services to its membership of people aged 50+ across the whole of the Township of Havelock-Belmont-Methuen.

Overview: The Program Coordinator will work with the Havelock Seniors Club Board of Directors to assist the Club in becoming an even more age-friendly community. This involves increasing participation and volunteerism, designing programs and events that cater to the needs of local older adults and seniors, and creating a friendly, and social environment. By doing so, the hope is to encourage local seniors to live fuller, healthier, and happier lives, as well to live independently in their homes.

Core Responsibilities

Coordinator core duties and responsibilities include the following:

- Communicate with the Board and be the liaison between the Board and members.
 - Understand the needs of members and the community.
 - Represent the Club in the community.
 - Organize and coordinate educational workshops, recruiting local community presenters.
 - Partner with local groups and align programs with senior serving organizations such as the Lions, Legion, food bank, Havelock Centre, and Community Care.
 - Recommend new programs based on the results of an annual needs assessment, speaking with people in the community, and activity trends that promote health, wellness, and safety.
 - Lead the organization's website development project.
 - Develop program marketing, communication, and promotion plans to recruit new members.
 - Ensure activities, events, and fundraising through traditional and social media, and create flyers and an activity calendar to be distributed in the community.
 - Recruit, train and monitor volunteers, and assist in developing a volunteer recognition program.
 - Recruit, hire, train, and coordinate program instructors/leaders.
 - Ensure all programs comply with *Accessibility for Ontarians with Disability Act (AODA)* requirements.
 - Develop a process to monitor attendance and other performance indicators and program reporting requirement.
 - Assist with member surveys and make recommendations based on the results.
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- Develop a program and process to share resources to promote the Club as a hub and place to find information.
- Support the Board to address barriers preventing seniors from accessing Club programs because of mobility issues or lack of transportation.
- Propose budget to the Board, monitor, and report program related expenses.
- Assist with writing grant applications and reports as outlined in the grant.
- Manage program timelines.

Education and Experience:

- Post secondary education is preferred.
- Prior book-keeping and financial management experience is an asset.
- Knowledge of Microsoft Word, Microsoft Excel, PowerPoint required and WordPress, Adobe Creative Cloud, Photoshop, and asset.
- Experience with Instagram, Twitter & Facebook
- Prior customer service, and/or service experience with older adults and seniors is preferred.

Requirements:

- Team player who can work independently and collaboratively with others.
- Self-motivated and willing to go above and beyond for members.
- Strong interpersonal and communication skill sets (written & verbal).
- Able to engage members and community partners in a friendly and professional manner while actively listening to their questions and requests for information.
- Ability to prioritize tasks and maintain a positive and upbeat attitude.
- Desire to learn and grow professionally.
- The position will require weekend work.

Compensation: This is a 1-year, part-time independent worker contract, where compensation is \$24,000 per year.

Please submit your resume to gerbrunton@gmail.com and note Program Coordinator in the email subject line.

The Havelock Seniors Club is committed and guided by four core principles of dignity, equal opportunity, integration, and full inclusion. It is committed to diversity and employment equity and welcomes all applications from qualified individuals. We invite individuals who reflect the diversity of our visitors to apply by visiting our website. A request for accommodation will be considered throughout the hiring process.