



NROCRC

Community Resource Centre
Nepean • Rideau • Osgoode

Seniors Communities in Action - Program Coordinator

Position Type: Part time, contract, 10 hours/week

Employment period: September 2018 – March 2020

Salary: \$22.00 hour

Job Area: Nepean

SCOPE OF POSITION:

The Program Coordinator will coordinate the Seniors Communities in Action program at Nepean Rideau Osgoode Community Resource Centre (NROCRC). The Program Coordinator will do outreach, implement age appropriate sport/recreation activities for seniors, organize field trips, track data and will provide information and referral support for community resources.

The successful candidate must commit to work within NROCRC's model of Community Development.

JOB SPECIFIC RESPONSIBILITIES:

- Conduct needs assessments through collaboration with local community organizations, partners and businesses
- Coordinate and implement strategies to identify and connect with isolated seniors through sport and recreation opportunities
- Plan, facilitate and engage seniors in physical/social opportunities through various drop-in programs, field trips, etc
- Provide information and referrals to seniors
- Perform administrative duties related to the program: Attendance, session activities and referrals, bus ticket distribution, database entries, and statistical requirements
- Supervise, and orient community volunteers as required
- Liaises with other program staff at NROCRC
- Participate in program and organization meetings as required
- Performs other related duties as assigned

COMMON RESPONSIBILITIES:

- Work in a manner that preserves confidentiality
- Must be able to work independently in a social setting
- Work in a way that promotes collaborative and interdisciplinary teamwork
- Respect and value the diversity of communities and individuals

- Support NROCRC's student and volunteer placement programs
- Promote awareness of and participation in NROCRC's program and activities
- Maintain accurate program statistics and complete relevant reports as required

QUALIFICATIONS

- Diploma in community development, social services, leisure studies, fitness/health promotion, sport management, gerontology or a combination of experience and education
- Current certification for Standard First Aid/CPR or willing to obtain
- A minimum of 2 years' experience in an seniors orientated environment or similar
- Demonstrated ability in program planning
- Current knowledge of community resources
- Demonstrated ability to work effectively as part of a multi-disciplinary team
- Excellent communication and interpersonal skills with adults and seniors
- Sensitivity to people of different cultural and socio-economic backgrounds
- English is essential. Ability to speak additional languages is highly desirable
- Valid driver's license and access to a vehicle

Please submit your cover letter and resume by 4:30 p.m., August 9th, 2018.

Interviews will be held on August 22nd

Reply to: Janet Donovan

By email: jdonovan@nrocr.org

We would like to thank all candidates for applying, however, only those selected for an interview will be contacted directly. Due to the high volumes of interested applicants, we will not be able to receive phone calls asking for more information on available positions.

NROCRC is an equal opportunity employer committed to building a diverse work team representative of the community we serve.

NROCRC welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.