

City of Rossland

Age-Friendly Community Coordinator

The City of Rossland is currently seeking an Age-Friendly Community Coordinator (external contract position) to support the City of Rossland Age-Friendly project and programs. The part-time (15 hours/week) position will be responsible for coordinating and implementing projects outlined in the City of Rossland Age-Friendly Plan and Assessment. The Rossland Age-Friendly Community Coordinator will report directly to the City of Rossland Manager of Recreation and Events. Monthly meetings and report will also take place with the Age-Friendly Committee.

RESPONSIBILITIES

1. Coordination

- Coordinates the design, promotion and participation of senior related programming based on the City of Rossland Age-Friendly Community Assessment and City of Rossland Age-Friendly Plan
- Ensures community priorities are identified and supported
- Attends various meetings and trainings (e.g. planning, administrative)
- Coordinates with consultants (e.g. project evaluator, presenters)
- Manages services provided to targeted population (e.g. seniors)
- Participates in various collaborative organizational activities (e.g. various community organizations, District committee meetings, Project steering committee)

2. Administration

- Manages the project budget
- Develops and maintains project data
- Develops and manages resources (e.g. policy and procedure manuals)
- Schedules a variety of activities (e.g. meetings, travel arrangements)
- Provide monthly reports to Rossland Age-Friendly Oversight Committee and City of Rossland Manager of Recreation and Events
- Evaluate project outcomes, successes, impacts, and shortcomings
- Provide the City of Rossland Manager of Recreation and Events with monthly budget updates and program information

3. Liaise Community Members and Partners

- Collaborates with all partners regarding implementation of and coordination of services
- Creates and manages volunteer recruitment plans (e.g. development and distribution of activity plans, program marketing materials, and presentations to targeted organizations, etc.)
- Assist in writing grant applications and other supplemental funding applications
- Encourage and develop community partnerships and volunteers

4. Perform other duties as required

KNOWLEDGE

The incumbent must have proficient knowledge in the following areas:

- Policies and procedures for program development and implementation
- Office administration

- Volunteer recruitment, orientation and retention
- Experience with involving seniors in community programs
- Must have excellent skills relating to seniors and senior issues

QUALIFICATIONS

- Post-secondary education or equivalent experience, relevant to working with seniors
- Minimum 2 years' experience managing programs and volunteers
- Ability to work with seniors and other community members
- Ability to administer seniors' programs
- Effective verbal, presentation, active listening and communication skills
- Knowledge of budgeting and/or bookkeeping
- Effective written communication skills
- Strong ability to work independently
- Experience with social media, marketing and promotion
- Has an understanding of best practices surrounding senior programming and services
- Available to work a flexible schedule including weekends and holidays

WORKING ENVIRONMENT

Responsibilities include working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures.

ALSO REQUIRED

- Criminal Record Check including vulnerable populations check
- Valid first aid
- Valid BC Driver's License, evidence of insurability & Driver's Abstract
- Class 4 Driver's License is an asset

CONTRACT TERMS AND CONDITIONS

Based on available funding, the Rossland Age-Friendly Community Coordinator is expected to be a 10-month, part-time (approximately 15 hours/week) service contract with chance of renewal with extended funding.

Please submit your resume by 4pm February 22nd, 2019 to:

Kristi Calder

Manager of Recreation and Events, City of Rossland

recreation.manager@rossland.ca