



Pop Up Wellness Days for Seniors Program Coordinator Job Description

Contracted Position

August 2018 to March 31, 2019, approximately 15 hours per week

JOB OBJECTIVE

Under the direct supervision of the Executive Director, Cowichan Seniors Community Foundation, the Program Coordinator will see the development of 10 Pop Up Wellness Days for Seniors. The events will incorporate exercise, music, dance and arts and crafts. Activities will encourage healthy aging, social connectedness and physical activity. Each day will be hosted in a specific community with a specific community host affiliated with senior living, senior neighbourhoods, or community-based seniors serving organizations.

KEY JOB FUNCTIONS & RESPONSIBILITIES

- Liaison with community to secure neighbourhood partners.
- Develop activities suitable for seniors
- Manage logistics associated with event hosting
- Promote events to ensure maximum attendance
- Develop a hand book and guide for creating Pop Up Wellness Days to provide to community
- Schedule and attend all Pop Up Wellness events
- Track numbers of seniors that attend the Pop Up Wellness Days
- Collect feed back from organizations and attendees resulting from the sessions
- Report any issues that may impact the achievement of the Program Objective
- Collect and receive any invoices related to the project and payable by the Foundation.
- Participate in Steering Committee meetings

MINIMUM QUALIFICATIONS REQUIRED FOR POSITION:

EXPERIENCE

- Minimum 2 years working with seniors and/or within a seniors environment

EDUCATION AND TRAINING

- Grade 12 education
- Completion of a recognized Recreation Coordination program or an equivalent combination of education, training, & experience

SKILLS AND ABILITIES

- To develop appropriate physical activities for seniors
- Desktop publishing/marketing/event promotion
- Comfortable with community engagement
- Excellent written and verbal communication

CERTIFICATION/LICENSING

- Criminal Record Clearance
- Valid driver's license

PERSONAL SUITABILITY

- A positive and upbeat personality
- An ability to work with a positive team-building approach
- An ability to be self-motivated and display initiative
- An ability to work independently
- An ability to prioritize
- Proven ability to be reliable and punctual
- Familiar with the Cowichan Community

The successful candidate will be responsible for their own office, office equipment and vehicle for the purposes of this contract.

I have read and understand this Job Description and agree to comply with its requirements.

SIGNED: _____ DATE: _____