



INTERNAL/ EXTERNAL JOB POSTING # CS19-20-01
SENIORS RECREATION COORDINATOR: REGULAR PART TIME
September 14, 2020

Collingwood Neighbourhood House – our mandate...

To promote the well-being of the Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

Job Overview

The Seniors Recreation coordinator will work collaboratively with the Seniors Team and Recreation Team at Collingwood Neighbourhood House. The Seniors Recreation Coordinator will be responsible for the planning, implementation and maintenance of all Seniors Recreation activities. The coordinator will provide leadership, mentoring and support to seniors, staff and volunteers and will report to the Director of Community Services. This position is a part-time position within Collingwood Neighbourhood House, 8 hours per week with flexible hours related to program needs.

Job Responsibilities:

1. Recreation

- Oversee all senior's recreation programs including but not limited to: Chinese Classical Dance, Kundalini Yoga, Gentle Chair Yoga, Tai Chi 24 Forms, Tai Chi 48 Forms, Tai Chi 32 Forms Sword, Strength & Stretch, Zumba Gold, and Badminton and Chinese Calligraphy.
- Deal with any issues or conflicts with instructors or participants
- Manage room bookings
- Plan and develop new seniors recreation programming in consultation with Seniors and Recreation team and older residents of Collingwood Neighbourhood.

2. Budgeting and Financial Management

- Develop and manage Seniors Recreation budget (CS19)

3. Public Relations

- Help to promote programs through RC News, monthly bulletin, CNH Facebook page
- Produce seasonal recreation program flyers
- Outreach. Organize programs off site occasionally to try and build bridges and connect more seniors to CNH.

4. Human Resources Management

- Recruit, supervise and support staff, and volunteers and contractors
- Sign and submit time sheets.
- Maintain files and records
 - Other duties as needed

Qualifications:

- Degree in a related field or a combination of education and work experience
- Strong planning, organizational, leadership, and communication skills in English
- Knowledge and experience in the field of Recreation activities for seniors
- Human Resource Management experience; The Co-coordinator is responsible for the supervision of part-time contract staff, part-time employees, and several volunteers.
- Strong public relations and promotion skills
- Demonstrated ability to coordinate, manage, evaluate and develop programs and services in a not-for-profit setting
- First Aid certificate is an asset
- Second language is an asset

JOB DETAILS

- Salary : Starting wage \$25.44 hr with progression
- Schedule start and end date: 8 hours a week, flexible days. October 2020
- Location : 5288 Joyce Street, Vancouver.

APPLICATION PROCESS

As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal, first priority will be given to internal and local applicants. We encourage applicants with lived experience of structural inequity to apply, and in particular those who identify as Black, Indigenous, and/or people of colour.

SUBMIT A RESUME AND COVER LETTER BY: September 21, 2020 by 12 p.m.

Please quote reference # CS19-20-01

Attention: Suzanne Liddle
Director of Community Services
Collingwood Neighbourhood House
5288 Joyce Street, Vancouver, B.C, V5R 6C9
Email: sliddle@cnh.bc.ca

NO PHONE CALLS PLEASE
Only shortlisted candidates will be contacted