

**INTERNAL/ EXTERNAL JOB POSTING**

**Seniors' Program Coordinator**

**Part-Time- approximately 21 hours/ week minimum**

**Submission Deadline: Friday, April 7-2017**

Reporting to the Program Manager, the Coordinator of Seniors Programs will plan and implement health, wellness, and social activities and events for older adults (55+) in Caledon, Brampton and Orangeville.

**Responsibilities:**

- Plan, schedule and implement a variety of programs (eg. weekly seniors health, wellness and social programs, exercise, luncheons, card parties, special events) that promote social interaction among participants.
- Outreach in seniors buildings and within the community to encourage participation in Caledon Meals on Wheels (CMOW) programs and services.
- Complete all aspects of the administration for the program (eg. intake, collection of statistics, monies and program reports) on a weekly basis.
- Collaborate with CMOW program staff, volunteers, community partners and vendors on planning and implementing program activities.
- Monitor program expenditures to ensure adherence to approved budget.
- Provide information and referral to clients for CMOW and other community based programs and services.
- Monitor the participation of the program and make changes/ amendments to the programming and scheduling as needed.
- Ensure that program activities operate within the policies and procedures of the organization and that all program spaces meet the necessary criteria (eg. accessibility, safety) prior to programs commencing
- Conduct regular program evaluations
- Other related duties as required

**Preferred Experience and Qualifications**

- Degree or Diploma in Social Services/Gerontology and/or two years equivalent experience
- Demonstrated knowledge and understanding of seniors' issues and the Caledon and surrounding areas
- Experience in planning and implementing programs for older adults (55+)
- Ability to work with computers including Windows and MS Office
- Commitment to equity and diversity
- Experience working with culturally diverse communities
- Strong written and verbal communication skills.
- Demonstrated enthusiasm and creativity
- Use of a car is required
- Criminal reference check with be required
- Current certification in fitness instruction for seniors is an asset
- Current CPR/First Aid and Food Handling qualification is an asset

**Please submit your resume and cover letter outlining your experience on or before Friday, April 7-17 (by 4pm) via email to [filomena.belligero@cmow.org](mailto:filomena.belligero@cmow.org). Interviews will be conducted soon after the posting closes.**

*Caledon Meals on Wheels is an equal opportunity employer and is committed to diversity and inclusiveness in all its work. We work proactively to be fair and equitable in practice and welcome applications from those that reflect the communities we serve.*