



JOB DESCRIPTION

APPOINTED: SENIORS COORDINATOR

(REVISED NOVEMBER 2014)

GOAL OF POSITION:

- To coordinate all seniors programs for the Forest Heights Community Association (FHCA).

RESPONSIBILITIES:

- Plan and organize seniors programs. (55 and over range)
- Liaise with Program Chair and city operational staff when required.
- Assist in hiring qualified instructors for the programs.
- Initiate general and specific contracts for all paid instructors..
- Attend program-planning meetings as organized by the Program Chair.
- Visit programs and communicate regularly with instructors
- Coordinate supply requests for each session. Supplies not covered by float will require a request sent to the Program Chair.
- Newsletter submissions are due three times a year (update description, times, and dates if needed).
- Deal with instructor, assistants and participants in a timely manner.
- Involve Program chair with complaints and issues.
- Abide by the FHCA Constitution, By-laws and Policies and Procedures.
- Coordinators may attend the FHCA monthly meetings, although attendance is not mandatory, and Coordinators do not hold a position for voting on board decisions.

QUALIFICATIONS:

- Experience in serving the public an asset.
- Good organizational and communication skills.
- Be a member of good standing with the FHCA.
- Initially provide a Police Record Check and payment receipt. The processing fee will be reimbursed by the FHCA upon receipt.

ESTIMATED TIME REQUIRED:

- Varying commitment of 3 - 10 hours per month. (August-June)

TRAINING REQUIRED:

- Training and orientation to be provided by the FHCA.

BENEFITS:

- Excellent job training skills in organizing, supervising and teamwork.
- Opportunities to attend workshops, meeting, courses, etc.
- An excellent way to meet people in the community.
- One free program per session (after completion of one session of volunteering).
- Pre-registration privileges.

REPORTS TO:

Forest Heights Community Association Adult Program Chairperson.

FOR FURTHER INFORMATION:

www.fhcakitchener.ca

Contact the Forest Heights Community Association, 519-741-2621.

Emails:

president@fhcakitchener.ca

volunteers@fhcakitchener.ca