



GREENWAY-CHAPLIN COMMUNITY CENTRE

116 Rouse Avenue, Cambridge ON, N1R 4M8

Office: 519-623-4220

www.greenwaychaplin.com

Registered Charitable Donation # 133141747RR0001

Older Adult Program Coordinator

Reports to: **Executive Director of Greenway-Chaplin Community Centre (GCCC)**
Hours: **25 hours/week (Tuesdays, Wednesdays & Thursdays, in-person 3 different locations)**
Pay rate: **\$20.00 per hour + 4% vacation pay**
Term: **Contact April 3, 2023 to August 30, 2024 (17-month contract)**

Role Summary

The Older Adult Program Coordinator will develop and facilitate programs for older adults at Greenway-Chaplin Community Centre, Preston Heights Community Group and Silverheights Neighbourhood Association.

Responsibilities

These following tasks are representative but not all inclusive:

- Develop programs for older adults at three different locations in Cambridge, Ontario
- Connect with older adults to understand their needs
- Support the facilitation of older adult programs in accordance with all GCCC's policies and procedures
- Communicate with participants and community partners in a professional manner
- Work in a team environment to deliver the program
- Set-up and clean up the program area each day
- Organize activities supplies and equipment

Skills, Experience and Qualifications

- Recreation experience, familiar with various songs, games and sports activities
- Experience in developing and facilitating programs with and for older adults
- Exceptional and proven organizational skills, time management skills, and customer service abilities
- Possess excellent communication skills (oral and written)
- Standard First Aid and CPR-C certification with AED
- HIGH FIVE Principals of Healthy Aging certificate

Applications will be accepted until Friday April 7 at 4:00 pm
to Emily Jaarsma (emilyj@greenwaychaplin.com)

We thank all of those who apply but only those chosen for an interview will be contacted.



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