

Job Posting: Unionville Community Centre for Seniors Coordinator

Status: Full Time Position, 2-Year Contract, Non-Union

Hours of Work: 30 hours per week, flexibility required on weekends

New Unionville Home Society (NUHS) is a not-for-profit charitable organization located in Unionville that has provided leadership in service to seniors since 1967. NUHS and its affiliate corporations operate a campus of care which includes a long-term care home, seniors' rental housing, a community centre, a life-lease building and community support services such as adult day programs and geriatric assessment services. The campus of care is a vibrant environment and our vision is to develop a progressive community where older adults thrive; aging well and living better.

Position Summary:

Working under the direction of Director, Communications and Development, the Unionville Community Centre for Seniors Coordinator ("UCCS Coordinator") is responsible for planning, organizing and implementing high quality programs with an emphasis on seniors that are stimulating and enjoyable for all participants. The incumbent will develop creative, innovative and meaningful programs based on the dimensions of wellness and seniors' needs and is responsible for the safety and wellbeing of UCCS participants at all times. The incumbent shall design, source and coordinate engaging and purposeful programming that drives participation and enhances our Community Centre's members' well-being and quality of life.

Duties and responsibilities include but are not limited to:

- Assess the seniors' recreational needs & interests;
- Assist with the development and implementation of programs and services that meet the needs of a diverse population and incorporate the dimensions of wellness (social, physical, intellectual, emotional, and spiritual);
- Plan the monthly calendar of programs/activities for the Centre;
- Assist with the development and preparation of communication tools designed to provide residents, community members and seniors in the surrounding area, with information regarding current and future activities and special events;
- Recruit, orient, train, assign and recognize volunteers and co-op students as an integral parts of the program;
- Appropriately match volunteers to ensure high quality volunteer experience;
- Coordinate external rentals of the Community Centre space;
- Manage the timing of programs, special events and external rentals of the space;
- Conduct quality assurance audits and assessments, assist with program evaluations and annual reporting to Ministry of Seniors and Accessibility;
- Provide light housekeeping and general direction for janitorial and maintenance at UCCS
- Alongside the Environmental Services Manager, conduct annual fire drill and ensure procedures for fire safety and emergency procedures are kept current.

Qualifications, Credentials & Experience:

- A graduate of a post-secondary education program relating to recreation, gerontology, social work or proven related experience.
- 1-3 years related experience in a community centre, retirement community or health care environment
- Demonstrated organizational skills and ability to co-ordinate and plan;
- Exceptional customer service and communication skills;
- Demonstration of a caring and compassionate attitude while working with seniors, volunteers and external community participants;
- Ability to make decisions that respect participant choices;
- Possesses the ability to effectively read, write and communicate in English;
- Submit or agree to a Vulnerable Sector Screening/Criminal Record Check;
- Proficiency with Microsoft Office productivity software;
- Current Standard First Aid / CPR C / AED from an accredited organization;
- Experience in volunteer management an asset

Interested candidates should submit their resume to careers@uhs.on.ca. Unionville Home Society is committed to diversity in the workplace and encourages applications from all qualified individuals. Applications must be willing to undergo a vulnerable sector police check and TB test as part of the hiring process.