



## **BVO is seeking a Seniors Centre Without Walls Coordinator (SCWW)**

### **(Part Time Position)**

**Senior Centre Without Walls Coordinator will manage all elements of a free phone-based program to serve seniors and their families in the Town of the Blue Mountains. The program addresses the needs and interests of seniors across the area, who can participate and socialize from the comfort of their own homes.**

**The successful applicant will be responsible for, but not limited to:**

- Planning, developing, and implementing and evaluating the phone program.
- Coordinating teleconferencing services with service provider.
- Working with volunteers, participants, referral sources, and community partners to keep the program relevant and responsive to seniors.
- Collecting & maintaining program records, client files, statistical data for reporting and planning purposes.
- Collaborating with New Territory4Seniors & Answers4Seniors staff on topics & presenters and linking individuals to the programs.
- Ongoing training of volunteers.
- Assisting in the development and implementation of long-term planning for the Seniors Centre Without Walls program.

#### **Education:**

- Post-Secondary Education Diploma/Degree in a related field or related experience
- Current Vulnerable Sector Criminal Reference Check
- AODA and Health & Safety Training (BVO willing to train)

#### **Required Skills/Knowledge:**

- Program planning
- Excellent communication skills-written and verbal
- Computer/phone literacy skills
- Ability to work flexible hours
- Capable problem solver and decision maker

#### **Hours of Work:**

- 40 hours per month
- Wages: \$20.00 per hour

Interested applicants are invited to submit a cover letter and resume in person to Beaver Valley Outreach with the subject line: Seniors Centre Without Walls Coordinator by email to [admin@bvo.ca](mailto:admin@bvo.ca) Please contact Catherine Sholtz at 519-599-2577 ext. 122 for further information.

**BVO is an Equal Opportunity Employer that is committed to an inclusive and barrier-free workplace. If you require accommodation during the recruitment process, please advise. We thank everyone who applies, however, only those selected will be contacted for an interview.**