



BVO is seeking a Seniors Centre Without Walls (SCWW) Phone Program Coordinator

(Part Time Position)

Seniors Centre Without Walls (SCWW) Phone Program Coordinator will manage all elements of a free, phone-based program serving seniors and their families in the Town of the Blue Mountains. The program addresses the needs and interests of seniors who can participate and socialize from the comfort of their own homes.

The successful applicant will be responsible to, (but not limited to):

- Plan, develop, implement and evaluate BVO's SCWW phone program.
- Collaborate with SCWW New Territory4Seniors & Answers4Seniors staff on topics & presenters
- Facilitate publicity for the monthly calendar of activities.
- Work with the senior participants, volunteers, referral sources, and community partners to keep the program relevant and responsive to seniors.
- Collect & maintain SCWW phone program records & statistical data for monthly reporting and planning purposes.
- Train volunteers for the phone system and facilitating phone sessions
- Assist in the development and implementation of long-term planning for the overall Seniors Centre Without Walls program.
- Coordinate teleconferencing services with service provider.

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:

- Excellent communication skills-written and verbal
- Experience working with seniors
- Computer/phone literacy skills
- Ability to work flexible hours (host minimum of 20, 1 hour sessions/month)
- Capable problem solver and decision maker
- Program planning & group facilitation
- Values interaction with program participants, volunteers and community connections

Hours of Work:

- 40 hours per month.
- Wages: \$22.75 per hour. (Grey Bruce Living Wage)

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 Phone Program Coordinator by email to 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.