

## JOB DESCRIPTION

**Position:** Senior's Program Assistant (1 Position)

**Accountability:** Reports to Seniors Program Worker

### Major Duties:

- Assists with the planning, organizing and implementation of seniors summer programs including social, recreational and educational programs as well as day trips/outings
- Assists with planning and implementation of health, wellness and educational workshops
- Assists in wide range of programs including community gardening, cooking, fitness, computer classes, singing and dancing
- Helps with security checks and home visits to low-income, isolated seniors
- Ensures the safety and security of the participants in the program
- Administrative tasks include help maintaining program statistics, attendance and records
- Participates in staff training and orientation sessions
- Follows agency policies, procedures and mandates, including health and safety
- Maintains professional relationship with clients, staff, volunteers and family members

### Qualifications

- Minimum 18 years of age
- Enrolled in post-secondary education program in related field including Seniors Programs or Social Work
- Experience working with seniors in a community setting preferred
- Demonstrated skills and experience in self-directed program planning and implementation
- Demonstrated interest in leading seniors groups in social and recreational activities
- *Flexible team player who is able to work in a diverse cultural, social, economic and racial community*
- Second language (Cantonese or Mandarin) a strong asset as our seniors are predominantly Chinese speaking

**Salary Range:** \$19.22/hr (under review)

10 Weeks (June 24 – August 23) @ 35 hours per week

To apply, please click on “Register” on our website and proceed to make an account in our registration system. You will find the Summer Job Application under “General” programs.

If you have any questions, please contact Michaela Warren at [michaela@bgceastview.com](mailto:michaela@bgceastview.com)

*Eastview Neighbourhood Community Centre is an equal opportunity employer and encourages applicants from diverse backgrounds.*

*Only those selected for interviews will be contacted.*