

Seniors Come Share Society is a non-profit organization based in the community of Surrey dedicated to helping empower, educate and engage older adults through day programs and community support.

We are recruiting a part-time (25 hours per week) **Programs Coordinator** to lead our Meal Program and our Cooking Up Connections Program. Both of these programs are volunteer-led community-based programs. Our meal programs connect people, food, resources and opportunities for older adults at six locations in the Surrey community. Our Cooking Up Connections Program is brand new with the intent to provide older adults with a subsidized workshop to increase their nutrition using a batch cooking method (and to have fun and meet new people while doing so). This is a role with both administrative and community-based tasks (event facilitation). The candidate can expect to facilitate approximately 3-4 programs per week.

Perks of the job include a flexible work schedule, paid sick leave, paid vacation (6%) and the option to enroll in our extended benefits program. This role will be reporting directly to our Director of Community Support and will be based out of our head office at 15008 26th Avenue in Surrey, BC.

To be successful in this role, you should...

- Demonstrate at least one (1) year of related experience.
- Possess (or be working towards) a diploma or degree in a related field, such as social work.
- Possess a valid BC Drivers' License and a vehicle to use for work-related travel.
- Demonstrate experience working or volunteering for non-profit organizations.
- Have an interest and passion for helping older adults in our community.
- Love working independently.
- Be a real "people" person - someone who is outgoing and friendly is a must!
- Demonstrate experience leading a team of volunteers.
- Possess a valid First Aid Certificate, Food Safe Certificate and Criminal Record Check.

Specific Duties and Responsibilities include...

- Plan, coordinate and execute the day-to-day operation of the Meal Program and Cooking Up Connections Program.
- Recruit (as needed), train, coordinate and lead a team of approximately 10 volunteers to ensure the success of these programs.
- Maintain, share and distribute information and knowledge regarding resources for older adults in the community of Surrey.
- Connect and follow-up with program participants as needed.
- Work with our partners and stakeholders to ensure that our programs are meeting the needs of the older adults in the community of Surrey.
- Increase awareness regarding our organization and the programs and services that we offer.
- Track and compile statistics for the purpose of grant reporting.

To apply, please submit a brief cover letter and an up-to-date resume to Cassandra Aiken, Director of Human Resources. Thank you for your time and interest, however, only short-listed candidates will be contacted. Please check out our website before applying with us at www.comeshare.ca.