



## Life Enrichment Coordinator

At **Sage Seniors Association**, a powerful sense of mission influences everything we do. We want every Edmonton senior to live a full and healthy life, to do as much as they can, as well as they can, for as long as they can. To do this well, we need great people who are eager to join that mission.

This position will work collaboratively with the Life Enrichment Coordinator to develop, plan and implement programs and activities, provide support and assistance to peer-coordinated groups and clubs offered at Sage, support program volunteers and program instructors, organize activities that enhance the quality of life of participants, as well as programs and sessions that address the physical, emotional and social needs of older people.

A core function of the Life Enrichment Coordinator is to nurture a culture of inclusion and engagement at Sage.

The successful candidate will hold a degree or diploma in Human Ecology, Recreational Therapy or other relevant education with 1 to 3 years of experience working with seniors in a social services or recreation capacity preferred. To undergo Police Information Check including Vulnerable Sector is required.

The position is a permanent full-time (35 hours/week) job opportunity. The position will include evenings and weekends hours; hours are to be determined. \$41,616 - \$60,008 base rate per annum, plus benefits and pension contributions as defined by Board policy. Rates above the base rate will be considered based on assessment of the successful candidate's education, skills, previous experience and other factors.

For a complete job description, please visit our website: [www.MySage.ca](http://www.MySage.ca)

Please submit your cover letter and resume by **April 16<sup>th</sup>** to:

Miriam Salazar  
Human Resources  
Sage  
15 Sir Winston Churchill Square  
Edmonton AB T5J 2E5  
Fax: 426- 5175  
Email: [hr@mysage.ca](mailto:hr@mysage.ca)

While we appreciate all applications, only candidates selected for an interview will be contacted.



**POSITION DESCRIPTION**

**Position:** **LIFE ENRICHMENT COORDINATOR**

**Program:** **WELLBEING SERVICES**

**Reports to:** **Director of Research and Community Engagement**

**Date Approved:** **April 2019**

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**RESPONSIBILITIES:**

<b>Area of Responsibility</b>	<b>Tasks</b>
<b>Direct Services</b>	Work with seniors, Sage staff and volunteers, students, and other community-based organizations to: <ul style="list-style-type: none"> <li>• Develop programs to meet the social, emotional, and physical needs of seniors</li> <li>• Develop opportunities for socialization through a variety of activities</li> <li>• Organize seminars and classes on issues related to aging and programs that enhance the quality of life of participants</li> <li>• Actively oppose ageism</li> <li>• Reduce barriers to participation for all seniors, regardless of socio-economic status, physical ability, sexuality or sexual identity, or ethno-cultural background</li> <li>• Provide and support leadership opportunities for</li> </ul>

	<p style="text-align: center;">seniors within the Life Enrichment program</p> <ul style="list-style-type: none"> <li>• Work in conjunction with the Communication Coordinator to promote services offered</li> <li>• Provide visitors with easily accessible information about Sage’s programs and activities</li> <li>• Facility set-up of necessary space and equipment needed for programs and services for the program area</li> <li>• Coordinate instructor contracts and payments for service</li> </ul> <p>This Life Enrichment Coordinator will take primary responsibility for:</p> <ul style="list-style-type: none"> <li>• Life Enrichment Administration</li> <li>• Maintaining and distributing a monthly Calendar of Events</li> <li>• Instructor and Program Lead Support</li> <li>• Room Coordination (set-up/tear down)</li> <li>• Populating Online Calendars/Activities Promotion</li> <li>• Promoting Programs Internally (Staff)</li> <li>• Monthly Birthday Parties</li> <li>• Preparing Link Content</li> <li>• Holiday/Celebration Meals</li> <li>• World Elder Abuse Awareness Day</li> </ul> <p>This Life Enrichment Coordinator will provide support to the other Life Enrichment Coordinator for:</p> <ul style="list-style-type: none"> <li>• Internal Collaboration and Program Development</li> <li>• External Collaboration and Program Development</li> <li>• Winter Program planning</li> <li>• Mental Health Awareness Week</li> <li>• Spring Program Planning</li> <li>• Summer Program Planning</li> <li>• Fall Program Planning</li> <li>• Seniors Week</li> <li>• Fall Welcome Back/Open House</li> </ul>
<p><b>Volunteer Coordination</b></p>	<ul style="list-style-type: none"> <li>• Provide direct supervision, support, and training to the volunteer leaders of the peer groups and clubs</li> <li>• Provide training, supervision, and evaluation of program volunteers</li> <li>• Provide on-going support, encouragement, and recognition to volunteers in the program</li> </ul>

	<ul style="list-style-type: none"> <li>• Schedule and chair regular program volunteer meetings; ensure volunteers (including instructors) are kept informed about the full range of Sage programs and services</li> <li>• Assist with annual volunteer appreciation events</li> <li>• Conduct position reviews with program volunteers</li> <li>• Assess needs of volunteers and make appropriate referrals as required</li> <li>• Work with the main floor Administrative Coordinator to ensure the reception volunteers are informed and supported</li> <li>• Ensure that all Sage protocols are followed as appropriate</li> </ul>
<p><b>Program Evaluation and Data Management</b></p>	<ul style="list-style-type: none"> <li>• Collect volunteer hours from all Life Enrichment programs, classes, clubs and groups</li> <li>• Work with the Grants and Evaluation Coordinator to ensure that Life Enrichment evaluation is meeting funder reporting requirements, and informing future program development</li> <li>• Maintain statistical data and ensure that ETO is updated regularly</li> <li>• Provide information for reports as required for managers, Board and funding requirements</li> </ul>
<p><b>Community Relations</b></p>	<ul style="list-style-type: none"> <li>• Ensure that all Sage staff members are aware of Life Enrichment opportunities for internal referral</li> <li>• Liaise with staff at other organizations who have similar responsibilities</li> <li>• Develop relationships with other organizations to promote collaboration</li> <li>• Work with educational institutions to provide opportunities for student learning and intergenerational engagement</li> </ul>
<p><b>Planning and Program Development</b></p>	<ul style="list-style-type: none"> <li>• Work with the Director of Research and Community Engagement to develop both professional and program goals, and to implement a plan for achieving them</li> <li>• Keep current on trends regarding quality of life programs and services for seniors</li> <li>• Strive to provide inclusive programming and opportunities for intra- and inter-cultural engagement for immigrant and refugee seniors</li> <li>• Identify opportunities for improving peer groups, clubs, and activities</li> <li>• Develop and implement procedures and protocols for the</li> </ul>

	<p>program</p> <ul style="list-style-type: none"> <li>• Develop standard forms and processes for all aspects of offering programs and activities</li> <li>• Develop program outcomes, indicators of success, and measurement tools, and revise as necessary</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Participate in planning and implementation of workshops and special events within a team environment</li> <li>• Participate on other committees both internally and externally as required</li> <li>• As required and/or assigned</li> </ul>

## **QUALIFICATIONS**

- Degree or diploma in Human Ecology, Recreational Therapy or other relevant education;
- 1 to 3 years of experience working with seniors in a social services or recreation capacity preferred;
- Undergo Police Information Check including Vulnerable Sector.

## **SKILLS and EXPERIENCE**

- Demonstrates a good understanding of the needs of older people;
- Demonstrates knowledge of community resources and services related to older people;
- Excellent communication skills;
- Excellent problem-solving skills;
- Experience with staff and/or volunteer supervision;
- Computer literacy, especially Word for Windows and Excel;
- Self-motivated and able to work as part of a team;
- Good organizational skills.

## **HOURS OF WORK**

35 hours per week with a 1 hour unpaid lunch break each day unless otherwise advised or participating in the Compressed Work option. Hours are to be determined but will include evenings and weekends.

## **SALARY LEVEL**

\$41,616 - \$60,008 per annum plus benefits and pension contributions as defined by board policy. Rates above the base rate will be considered based on assessment of the successful candidate's education, skills, previous experience and other factors.