



POSITION DESCRIPTION

Position: **LIFE ENRICHMENT COORDINATOR (Temporary)**

Program: **Community Engagement**

Reports to: **Life Enrichment Manager**

Date Approved: **August 2020**

Community engagement at Sage Seniors Association (Sage) includes fund development, sponsorship, member and donor stewardship, major events, publications, communications, adult education and professional development, public relations, student engagement, life enrichment, and volunteer services.

This position will work collaboratively with the Life Enrichment Manager to support, develop, 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. This position will also work collaboratively with the External Relations Coordinator to host the 2020 Virtual Seniors Forum.

A core function of the Life Enrichment Coordinator is to nurture a culture of inclusion and engagement at Sage. Our programming is currently being offered virtually, and this position will support the development and execution of that programming, as well as the processes and protocols to ensure that it is inclusive, accessible, safe, and welcoming as possible.

RESPONSIBILITIES:

Area of Responsibility	Tasks
Administration	<ul style="list-style-type: none">• Develop and launch an online registration process for the Virtual Seniors Forum• Coordinate registration and program package mail out for the Virtual Seniors Forum.
Direct Services	<p>Work with seniors, Sage staff and volunteers, students, and other community-based organizations to:</p> <ul style="list-style-type: none">• Facilitate virtual program and socialization opportunities, including providing technical support and hosting sessions• Foster the development of virtual communities of support• Actively oppose ageism• Strive to provide inclusive programming and opportunities for intra- and inter-cultural engagement for immigrant and refugee seniors• Reduce barriers to participation for all seniors, regardless of socio-economic status, physical ability, sexuality or sexual identity, or ethno-cultural background• Respond to inquiries and troubleshoot for Virtual Seniors Forum participants throughout the registration process <p>Plan, coordinate, and schedule the celebratory events for the Virtual Seniors Forum October 1st (Day of the Older Person) program. This includes connecting with city-wide agencies who serve Older Adults to encourage them to host an event under our 'virtual forum umbrella' as we come together for a day of virtual online events to celebrate Older Adults in Edmonton and Alberta.</p>
Volunteer Coordination	<ul style="list-style-type: none">• Provide direct supervision, support, and training to Life Enrichment and Virtual Seniors Forum volunteers• Provide on-going support, encouragement, and recognition to volunteers in the program• Ensure that all Sage protocols are followed as appropriate• Work with the Volunteer Coordinator to recruit, train, and

	<p>schedule volunteers for the Virtual Seniors Forum. This includes helping to create new position descriptions, orientation documents, and training tools.</p>
Program Evaluation and Data Management	<ul style="list-style-type: none"> • Collect volunteer hours from Life Enrichment programs, classes, clubs, and groups • Maintain statistical data and ensure that ETO is updated regularly
Community Relations	<ul style="list-style-type: none"> • Work with the Life Enrichment Manager and External Relations Coordinator to: <ul style="list-style-type: none"> ○ ensure that all Sage staff members are aware of Life Enrichment opportunities for internal referral ○ promote Life Enrichment and Virtual Seniors Forum events and opportunities as broadly as possible
Other Duties	<ul style="list-style-type: none"> • Participate in planning and implementation of workshops and special events within a team environment • Participate on other committees both internally and externally as required • As required and/or assigned

QUALIFICATIONS

- 1 to 3 years of experience organizing and hosting events
- 1 to 3 years of experience working with seniors in a social services or recreation capacity preferred
- Undergo Police Information Check including Vulnerable Sector is required

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
- Experience with Zoom preferred
- Computer literacy, especially Word for Windows and Excel
- Self-motivated and able to work as part of a team
- Strong organizational skills

HOURS OF WORK

This is a temporary, full-time position (35 hours per week) with the possibility of extension. Current term ends December 31, 2020. General office hours are 8:30 – 4:30 Monday to Friday. Work hours may include evenings and weekends. Specific hours of work to be coordinated with the employee and the Supervisor.

SALARY LEVEL

\$42,448 - \$61,208 per annum. Starting point in this range will be based on an assessment of the successful candidate's education, skills, previous experience, and other factors.