



POSITION DESCRIPTION

Position: Program Manager
Program: SENIORS COMMUNITY ANIMATION PROGRAM
Reports to: Director of Operations
Date Approved: December 2022

The Seniors Community Animation program employs asset-based community development (ABCD) to support senior-led organization and mobilization, and activate the social infrastructure and existing resources of diverse communities. Community Animators work across the city to mobilize seniors as assets who can leverage their strengths to foster neighbourhoods and communities where everyone thrives. As part of this program, Community Animators work to strengthen protective factors for older adults and improve the collective resilience of the community as a whole by:

1. Increasing social participation, connectedness, and engagement for low-resourced, equity-seeking, and/or isolated seniors;
2. Supporting the health and wellbeing of seniors by providing meaningful opportunities for community-based engagement and leadership;
3. Strengthening networks of support and fostering a sense of belonging and inclusion;
4. Building resilience in seniors and their communities alike.

The Seniors Community Animation Program Manager will oversee the implementation of the program across the city of Edmonton, supervise and support the work of Community Animators in diverse communities, and collaborate with community organizations across Edmonton to identify potential collaborations and opportunities

At Sage, our vision is a community where all seniors are valued and have the opportunity to live according to their beliefs, abilities, and aspirations: we work to meet seniors where they are at, and support them through their journey as they see it. We employ an anti-racist and anti-oppressive approach across the organization, and work explicitly to combat ageism to support the holistic wellbeing and full engagement of seniors in our community. As part of this work, Community Animators will foster relational connections, value senior-led community development, and bolster social support networks for low-resourced and equity-seeking seniors aging in community. Holding the principles of inclusion, diversity, equity, and accessibility as foundational practices is essential in this role.

RESPONSIBILITIES:

Area of Responsibility	Tasks
Community Animation	<p>Oversee asset-based community development (ABCD) that supports senior-led organization and mobilization, and facilitates the development of senior-led initiatives</p> <ul style="list-style-type: none">• Foster authentic and trusting relationships with individuals and groups• Activate the social infrastructure and existing resources of diverse communities• Build and strengthen social networks, and leverage individual and community assets so that seniors can access the personal, cultural, community, and professional support that they need to live well and thrive in their communities• Explore mentorship and intergenerational engagement opportunities <p>Facilitate connection to community and resources for older adults, and animate solutions that are driven by community:</p> <ul style="list-style-type: none">• Identify existing and potential resources and help seniors engage them in their initiatives• Work with residents to leverage and strengthen the assets and resources in their community• Build upon existing connections and shared language or culture to foster participation <p>Work with older adults to build on their community leadership, strengths, and assets</p> <ul style="list-style-type: none">• Connect with seniors who may be interested in contributing to their communities, and work with them to facilitate gatherings, make connections to larger systems, and access resources to support self-organization and build capacity in the community• Engage seniors to support, imagine, create, manage, and execute a wide variety of programs in their communities• Help seniors bring their visions to fruition, connect them to the broader systems (e.g. schools) and resources (e.g. micro-grants) that can make their projects possible, and foster ownership of their initiatives beyond the support of the Community Animator

Community Engagement	<p>Work within the Seniors Equity Collective to increase access, engagement, and leadership opportunities for low-resourced seniors and/or those with structural vulnerabilities</p> <p>Collaborate with human service organizations to develop neighborhood specific consultation processes</p> <p>Work with city staff, agency staff, and community leaders and connectors to explore potential collaborations, connections, and opportunities</p> <p>Keep up to date on resources and opportunities for seniors within the community</p> <p>Support the full and welcome participation of seniors in community by helping communities recognize their value and potential to affect positive change</p> <p>Contribute to/foster a community of practice that supports the engagement of older adults in other organizations</p>
Personnel	<p>Hire and train program staff as required</p> <p>Provide ongoing supervision and feedback</p> <p>Conduct yearly performance and professional development reviews</p> <p>Ensure staff adhere to Sage policies including privacy policies</p>
Volunteer Coordination	<p>Provide on-going support, encouragement and recognition to students and volunteers in the Seniors Community Animation program</p> <p>Assist with volunteer appreciation events at Sage</p>
Planning and Program Development	<p>Work with the Seniors Community Animation team to</p> <ul style="list-style-type: none"> • develop of policies and procedures as needed • implement standard forms and processes for all aspects of the program as required • develop and maintain an evaluative framework for the program • monitor, evaluate, and support ongoing efforts by participants

	<ul style="list-style-type: none"> • mobilize information, tools, and resources that support senior-led community organization <p>Support evaluation of the Seniors Community Animation program by</p> <ul style="list-style-type: none"> • working with the evaluation team to develop an effective evaluative framework for the program • recommending changes to statical data required to meet targeted outcomes as needed • assisting with data collection and reporting • analyzing data to identify gaps in service • ensuring relevant data collection is accurate and current <p>Conduct and share informal research as needed to remain current on developments in the field of gerontology, best practices for asset-based community development, and the senior-serving sector in Edmonton</p>
Other Duties	<p>Other duties as assigned/required.</p> <p>Participate in planning and implementation of workshops and special events within a Sage team environment</p> <p>Provide cover off for other Program Managers and/or Director of Operations as required</p>

QUALIFICATIONS

- Post-secondary education and/or lived experience in a wellbeing-related field, such as community development, education, recreation therapy, social work, nursing, occupational therapy
- Be able to provide a clear Police Check including a vulnerable persons check
- Have (and be prepared to use) a vehicle and possess a valid Class 5 driver's license
- Be able to obtain \$2 million auto liability insurance
- Have a clear understanding of inclusive, anti-oppressive practice
- Sage Employees are required to be fully vaccinated against Covid-19

SKILLS and EXPERIENCE

- Experienced in community development/community animation
- Program development and implementation experience
- Staff supervision experience
- Understand ageism and its impact on society
- Self-motivated, able to work independently when required and able to work as part of a team
- Excellent communication skills
- Excellent problem-solving skills
- Computer literacy, especially Word for Windows and Excel.

TERM

This is a permanent full-time position.

HOURS OF WORK

35 hours per week. Office hours are generally 8:30 a.m. to 4:30 p.m. with a 1-hour unpaid lunch break. However, this position may require you to work different hours to support the A2S team in carrying out their role.

COMPENSATION PACKAGE

The salary range for this position starts at \$47,754 per annum. Rates above the base salary rate will be considered based on assessment of the successful candidate's education, skills, previous experience and other factors. Sage Seniors Association provides a 5% matched defined Contribution Pension plan as well as Employer paid Health & Dental benefits. Sage Seniors Association offers an outstanding work life balance for Employees including sick leave accruals, 3 weeks of vacation to start as well as paid time off between Christmas and New Year's Day, a hybrid working environment as well as the option for a compressed work week.