



Malvern Family Resource Centre

90 Littles Road, Scarborough, ON M1B 5E2

☎(416) 284-4184 ★ Fax 416-293-1997

Website: www.mfrc.org ★ Email: mail@mfrc.org

SENIORS PROGRAM & VOLUNTEER PROJECT ASSISTANT

Position: Seniors Program & Volunteer Project Assistant

Department: Seniors

Summary:

Reporting to the Program Coordinator, the primary role of the Seniors Program and Office Assistant is to provide a range of administrative and program supports to deliver programs and services for seniors in Scarborough-Rouge River riding.

Responsibilities:

- Assist in the daily operations of the Centre
- Provide administrative support including preparing memos, emails, answering phones, coordinating program registration and membership
- Assist with the facilitation of programs for seniors – including around health & wellness, skills-building, social and structured drop-in programming
- Engage culturally diverse seniors to support program attendance and program development (i.e. Tamil seniors, Caribbean seniors, etc.)
- Support community outreach & special events (such as Seniors Symposiums) as needed
- Plan and organize logistics for seniors trips and outings with other members of the Seniors Department
- Assist with any consultations with seniors, seniors organizations, tenant groups, agencies, government departments, etc. on potential new programming
- Promote appropriate local campaigns such as Age-Friendly Communities or Elder Abuse Awareness with local seniors
- Assist with planning, organization, coordination and implementation of programs, community projects and special events
- Liaise with, and provide support to the Volunteer & Outreach Coordinator and program facilitators
- Support recruitment, orientation, training and retention of senior volunteers as well as administrative duties related to volunteer management
- Identify and develop new volunteering opportunities for seniors
- Provide general support to other MFRC programs as required

Necessary Skills/Qualifications:

- Experience working with seniors and familiarity with issues facing seniors
- Experience working with other vulnerable communities in Malvern and the wider Rouge-River Riding
- Experience working with community partners and networks
- Experience organizing, coordinating or supporting special events
- Familiarity with program facilitation and supporting programs
- Excellent interpersonal, verbal and written communication skills
- Ability to communicate with sensitivity to clients from diverse language and cultural backgrounds.
- Ability to work responsively and proactively within a small team based framework
- Ability to work independently and as part of a team.
- Good working knowledge of computers and appropriate software (Microsoft Word, Excel, Power Point, etc).
- Commitment to anti-racism and non-discrimination practices.
- Criminal reference check is required

Hours of work: 29 hours/week maximum

Training and orientation: provided

Accountability: Reports to the Seniors Program Coordinator

Closing Date: Monday August 14th, 2017 at 5 pm. Please send resume and cover letter as one document with the file name saved as 'First Name Last Name – Seniors Program Assistant' to asemenuk@mfrc.org. You can also send your CV and cover letter to Amy Semenuk by fax: (416) 293-1997. No phone calls please!

Malvern Family Resource Centre is an equal opportunity employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.



1321 Neilson Road, Scarborough, ON, M1B 3C2

☎416-281-1376

FAX 416-281-8898

"Strengthening Families is Our Business"