

JOB POSTING

Seniors Program Assistant/Community Driver
Part-time Position
10 hours per week (flexible)

Who are we?

Parkgate Society is a registered, not-for-profit charitable organization providing programs and services to the Seymour and Deep Cove community. With a vision of a vibrant, connected community, Parkgate Society creates opportunities for people in our community to *live life better*. We support this vision through the development of a unique and diverse blend of accessible low-cost and no-cost programs and services, created in direct response to community needs; primarily serving children, youth, families, and seniors.

We continually strive to find new opportunities to help us enhance or increase our community programs, community involvement, and community engagement.

Community-inspired, Community-supported, Community-driven

What's the job?

We are looking for a Seniors Program Assistant who will assist in the day-to-day operations of Parkgate Society's services for seniors; assisting in the delivery of our social programs and the coordination of other seniors' programs and services, including driving the community bus for various Parkgate Society programs. The Seniors Program Assistant will contribute to the overall effectiveness and success of our services for seniors, helping them to feel better connected to the community so they can *live life better*.

What will you do?

Assist with the following:

- the delivery of seniors' social programs;
- monitoring program effectiveness and adjusting programming content as required;
- ensuring rooms are set-up to serve the programming and participant needs;
- ensuring proper room take-down and clean-up is done in accordance with current health and safety requirements;
- the delivery of food services for seniors, including ensuring the commercial kitchen is properly cleaned at the end of each service session;
- keeping the commercial kitchen well stocked and ready for food preparation;
- overseeing volunteers with meal preparation, meal service, and kitchen clean-up;
- building and maintaining relationships with senior program participants and addressing any questions, suggestions, concerns, and complaints when they arise;



- driving the community bus for various events, programs and accessibility outings; and
- performing other duties and responsibilities that may arise, based on the needs of the program.

Who are we looking for?

You have:

- Class 4 Drivers' license (or ability to attain within 3 months);
- Experience with seniors' programs and services in a community-based organization;
- Preference will be given to those with restaurant or commercial cooking experience;
- Working knowledge of not-for-profit and community-based organizations;
- Strong interpersonal communication skills;
- Demonstrated teamwork, facilitation, and leadership skills;
- Flexible and adaptable to change;
- Demonstrated ability to work independently as well as part of a team; and
- Ability to work effectively with program staff, volunteers and non-profit or publicly funded groups, agencies and organizations.

Other Requirements

- Food Safe Certification
- Criminal Record Check
- Valid safety oriented first-aid certificate

Compensation:

\$19.00 - \$21.00 per hour

Please forward your resume and cover letter by email to info@parkgatesociety.ca. The job posting will be active until the position is filled.

