SOUTHWEST EDMONTON SENIORS ASSOCIATION
JOB DESCRIPTION – PROGRAM COORDINATOR

SouthWest Edmonton Seniors Association (SWESA) is a non-profit seniors organization who offer social, cultural and recreation programs and activities for people 55+ in southwest Edmonton. SWESA has over 400 members at this time and is run by a volunteer Board of Directors. The office is located at Yellowbird East Community Centre, 10710 – 19 AVE NW.

Position Summary:
The Program Coordinator position is currently offered as a three month contract with a renewal option at the end of the contracting period. The following job description is subject to adaptation and changes as needs and issues arise.

The Program Coordinator is responsible for developing and managing programs and agency wide events and activities, and ensuring a safe, caring and vibrant environment for participants involved at the SouthWest Edmonton Seniors Association.

Key Responsibilities:
• Under general supervision, the position is responsible for planning and implementing social, fitness and recreational programs, events, and opportunities for seniors in southwest Edmonton.
• Collaborate with community partners to offer innovative programming for seniors in southwest Edmonton.
• Ensure safety for seniors, patrons and staff by implementing and following facility policies and procedures.
• Ensure suitability of rooms and facilities for programs and events, including room set up and take down.
• Complete program registration and collect registrant fees.
• Conduct evaluations to ensure programs meet the needs of participants.
• Notify members of programs and upcoming events i.e. generating MailChimp campaigns, conducting website updates, publishing seasonal program guides
• Support the development and distribution of SWESA News and other agency wide communications
• Provide clerical support as required i.e. photocopying, telephone referral
• Maintain accurate records and statistics
• Attend interagency/networking meetings as required
• Perform other related duties and responsibilities as required.
Qualifications
- Experience in program planning for seniors or special populations
- Competency in Microsoft Office Suite and Google
- Post-secondary education in Recreation or a related field
- Supervisory and/or volunteer management experience
- Demonstrated interpersonal and communication skills
- Well-developed written communication skills
- Ability to prioritize and multitask
- Flexibility

Hours of Work:
Monday through Friday with select evenings and weekends.
Full-time/Part-time options available.

Salary:
This is a contract position starting at a minimum of $20. Negotiable based on experience and qualifications.

Start Date:
The position will remain open until a suitable candidate is found.

Apply to:
Email a cover letter and resume with the names and telephone numbers of two (2) references to swedmontonseniors@gmail.com

Please note: only candidates selected for an interview will be contacted. The successful candidate will be required to provide a Police Information Check.

For more information, visit our website at www.swedmontonseniors.ca or call 587-987-3200.