



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue Chào mừng Quý Vị Bienvenidos 환영합니다

Older Adult Program Coordinator – Internal/External Job Posting Part-Time Term Position for Maternity Leave Coverage

South Vancouver Neighbourhood House (SVNH) is on the unceded, occupied, ancestral, traditional, and stolen homelands of the Coast Salish Nations, the x̱məθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlíl̓wətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

South Vancouver Neighbourhood House is looking for an Older Adult Program Coordinator for a maternity leave. The position will work under the direction of the Director of Older Adult Programs and Service and collaboratively with the seniors' staff team to achieve the goals and objectives of the department. They will build capacity and support leadership roles of older adults from all cultural backgrounds, support the South Vancouver Seniors Hub Council and co-create new opportunities for seniors to participate in community life. The position will develop programs that address needs including those identified through the Seniors Hub Council. The position will also coordinate the South Vancouver Community Response Network and develop, implement and evaluate caregiver support services for South Asian caregivers which includes the facilitation of monthly Support Groups, Friendly Visiting, Phone Buddies, social/recreational activities, workshops and one to one navigation support.

Duties and Responsibilities:

- Oversight of seniors driven peer-led community programs including: the South Asian Women's, South Asian Men's and Intercultural Wellness programs; iPad and iPhone Classes, Tai Chi, ESL conversation, and virtual programming.
- Plan, implement and evaluate seniors' quarterly bus trips.
- In collaboration with the Hub Council plan, coordinate and implement Extreme Heat preparedness workshops and Do It Yourself Cool kit demonstrations offsite in local seniors' buildings, and onsite in seniors' programs and support other Council initiatives.
- Coordination of the South Vancouver Community Response Network (CRN) including collaborating with the team to prepare project funding applications, representing SVNH and Seniors Hub Council at CRN gatherings, hosting information booths to raise awareness of the CRN and SVNH seniors' programs.
- Support coordination of Family and Friend Caregiver Supports program; promote and recruit participants for the Punjabi Support program and lead a Punjabi Support Group, provide informal respite programming and supports for these caregivers.
- Monitor program activities budget and assist in developing annual program activities budget.
- To support the preparation of funding applications.
- Develop promotional materials and communicate/promote services & program information both internally and externally.
- Identify and conduct intakes for potential caregiver participants.
- Working collaboratively within the SVNH Seniors staff team to ensure integrated management of volunteers. Recruit through Better Impact, and orient to roles, train, coach, coordinate, recognize and evaluate volunteers and ensure that they are well supervised, supported, while implementing appropriate risk management guidelines.
- Build, develop, and maintain effective networking and partnerships with colleagues, volunteers, participants, & other stakeholders to address needs of caregivers

Building Better Neighbourhoods Together Since 1977



Supported by
UNITED WAY



ASSOCIATION OF
NEIGHBOURHOOD HOUSES BC



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue Chào mừng Quý Vị Bienvenidos 환영합니다

Qualifications

- Diploma in Community Development or Social Services or combination of education and minimum of 2 years' experience in community development
- Minimum of 2 years' experience in a social service environment
- Minimum of 2 years' experience in community development approaches & developmental evaluation
- Experience planning, developing, and evaluating programs that meet seniors' needs.
- Experience working with seniors and volunteers in a multicultural environment.
- Working knowledge of volunteer management systems and processes
- Knowledge of seniors' issues and how to promote healthy aging.
- Excellent inter-cultural communication and conflict resolution skills
- Strong written and verbal English skills - ability to speak and write Punjabi an asset.
- Criminal record search required.

Compensation: \$28.87 to \$29.88 per hour based on experience, plus 6% vacation pay. 32 hours per week Monday to Friday, minimum of 3 days in person, Wednesday, Thursday and Friday

Application Period: September 21 to October 2, deadline 5pm October 2nd

Job start date: October 14, 2026

Job end date: October 13, 2027. 1-year term with possibility of extension

Please send cover letter and resume by email with subject heading Seniors Community Connector to:

shelley.jorde@southvan.org

Shelley Jorde, Director of Older Adult Programs and Services, shelley.jorde@southvan.org

ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to apply. Only short-listed candidates will be contacted for an interview. No phone calls please.

Building Better Neighbourhoods Together Since 1977

