



Full time Employment Opportunity

Open: Monday May 13, 2024

Close: Wednesday May 22, 2024

Position: Oasis Program Coordinator - Roddan Lodge Site

About The West End Seniors' Network (WESN)

WESN is a registered not-for-profit organization with over 850 members, an annual revenue budget of \$1m and 15 full / part time staff. Our mission is to enhance the quality of life of older adults in Vancouver's West End by providing social, recreational, educational, and supportive programs and services that foster connection and inclusion in the broader community.

Job Purpose

The OASIS Program Coordinator is responsible for working with the tenants at a new Oasis site in Vancouver. This role will involve community building, visioning, and implementing programs, activities and partnerships as envisioned by the resident community. We are thrilled to partner with Queen's University and local older adults to establish this Oasis Aging-In-Place program. The Oasis Aging-in-Place program offers recreational and social programs in "Naturally Occurring Retirement Communities" (NORCs) such as apartment buildings with a larger population of older adults. Oasis is founded on three pillars: Preventing social isolation, facilitating better nutrition and promoting physical fitness for members. You can learn more about Oasis here: www.oasis-aging-in-place.com The Oasis Program Coordinator and will work directly with older adult members in a NORC to establish, implement, and co-coordinate the day-to-day operations of the WESN Oasis project. They will also collaborate and connect with community partners and staff at other Oasis sites across Canada.

Duties and Responsibilities

- **Coordinate Senior-Led Oasis Programs:** Coordinate and support senior-led wellness, social connection, and resource programs in collaboration with volunteers and other Oasis staff. Organize events and book space with apartment building staff.
- **Administrative Duties:** Perform administrative duties, including ordering and maintaining program supplies and equipment.
- **Community Engagement and Relationship-Building:** Coordinate and maintain multiple stakeholder relationships in consultation with the Oasis Research Team and WESN. Work with Oasis members to ensure their active engagement with program development and decision-making. Support the development of an Oasis Network of community resources for seniors.

- **Volunteer Management:** Assist with recruitment, screening, and support of program volunteers. Train, and monitor volunteers.
- **Program Implementation:** Ensure implementation of programs and activities to address the identified needs of Oasis members. Implementation may include direct involvement in delivering the program (e.g. leading an exercise class), or engaging others to deliver the program (e.g. organizing a guest speaker from the community). Attend and participate in regular Oasis program and team meetings.
- **Record Keeping and Data Collection:** Assist with monitoring program outcomes and expenses. Provide regular progress reports for the Oasis Research Team.
- **Communications:** Draft and create program promotional material such as posters, flyers, and event calendars and distribute to Oasis members. Support development of project social media posts as required.
- **Assist and Lead Oasis Expansion Activities as Required:** Work independently within the guidelines of WESN and the Oasis Research Team. Support connections with other potential Oasis sites in the region and the development of Oasis programming at identified sites.
- **Other duties:** Work as part of the WESN team and participate in staff meetings. Undertake other duties as delegated in support of the Oasis project and WESN programs and services.

Qualifications

Your fit:

- **You see the bigger picture.** You have a deep appreciation and respect for including the diverse populations that make up our community and an understanding of the issues facing older adults.
- **You love working with people.** You have a passion for working with older adults and you bring confidence, open-mindedness, empathy, enthusiasm, and creativity to your interactions. When conflict arises, you approach it with care and diplomacy.
- **You are multi-talented.** You can hop on a zoom call, follow a recipe, write a report, and make a presentation. (And you're determined to figure out how to do the other things you don't know yet.)
- **You get things done.** You have a proven ability to plan, organize, and implement successful projects because of your strong organizational, time management, and problem-solving skills.
- **You are a natural leader.** You have experience in community environments, including group facilitation and community engagement with seniors.
- **You have life experience.** Your education and training in community development, social work, recreation, health or health-related sciences, gerontology, occupational therapy, kinesiology, or related field is paired with rich life experiences that have broadened your understanding and enhanced your empathy for the human condition, which include, specifically, experience working with older adults.
- **You love working in dynamic environments!** You don't need your own desk and you can make anything work as long as it's moving towards the overall goal.

- ❖ This is a full-time position, with a probation period of 3 months
- ❖ Regular work hours Monday to Friday 9:00am-5:00pm, with some evenings and weekends.

Reports To: Executive Director
Starting Salary: \$25.00 per hour, includes benefits after the 3 month probationary period.
Hours: **35 hours per week**
Location: **Split between our Barclay Manor site and Roddan Lodge**
Other: Satisfactory completion of a Criminal Record Check

WESN is committed to our staff team reflecting the diversity of our community. As such, we encourage applications from older adults, persons with disabilities, BIPOC, persons of all sexual orientations and gender identities, and all who may contribute to the diversity of our staff team.

WESN is building a collaborative team of highly motivated individuals who are passionate about WESN's mandate of having a positive impact on the lives of seniors in Vancouver's West End.

Please apply in writing with your cover letter and resume to – Claudine Matlo, Executive Director, executivedirector@wesn.ca