

The Saskatoon Council on Aging is a non-profit organization and a community leader in the promotion of dignity, health and independence of older adults through programs, services, education and awareness.

Job Title Positive Aging Program Coordinator

Position Background

The Positive Aging Program Coordinator is responsible for assisting with running the Century Club. The Club is an association of older adults who have reached the age of 90 years and are determined to live a full and active life to the age of 100 and beyond. Other duties with this position include reception for the Positive Aging Resource Centre, membership data entry and program support. The Program Assistant reports to the SCOA Executive Director.

Position Time Frame Contracts is renewed annually and runs from April 1 to March 31. Start date is August 13, 2018.

Payment: \$17.00 per hour. Paid on a bi-weekly basis

Hours of Work: To be determined with Executive Director based on 21 hours per week.

Duties and Responsibilities

PROVIDE SUPPORT FOR CENTURY CLUB PROGRAM

- Represent SCOA at Century Club Planning Committee meetings.
- Booking venues for events to ensure they age-friendly.
- Answer inquires about program by phone or in person.
- Manage Century Club membership database updates and forward changes to SSM.
- Attend Century Club events and handle all rsvs to events.
- Prepare registration sheets, name tags.
- Route out transportation list and arrange for cabs to take members to event.
- Keep detailed records on event activities and expenses on tracking sheet.
- Oversee developing and distribution of newsletters and invitations to events.
- Develop and upkeep promotional materials about the club and events.
- Advertise the program through media, displays and presentations.
- Enter written stories and photos into memory book.
- Manage Memory Book Updates, printing and distribution

MEMBERSHIP

- Update and maintain accurate records of SCOA's general membership data base

RECEPTION

- Reception coverage for Positive Aging Resource Centre
- Track statistics of calls and walk-ins to the Centre
- Registration of courses, events coming into Centre.
- Respond the telephone and in person inquiries
- Maintain pamphlet rack with current and relevant brochures.
- Order office supplies, water cooler refills and Toner for copier.

SENIORS TECH BUDDY PROGRAM

- Oversee work with high school representatives to coordinate the program.
- Ensure that promotional materials are designed and evaluations forms are relevant.
- Ensure that the program is advertised through print, media, and presentations to senior groups/residences to identify older adult learners.
- Arrange to have students receive age-friendly training and match up learners with technology buddies.

FUNDRAISING EVENTS

- Support as required.

Apply by August 10, 2018 by emailing cover letter, resume and references to june@scoa.ca No phone calls please.