



## **Job Posting Programmer- Seniors Programs**

**Job:** Programmer

**Department:** Seniors Programs

**Employer:** Capilano Community Services Society

**Work Location:** 1733 Lions Gate Lane, North Vancouver

**Type of Position:** Permanent, Part-Time

**Hiring Rate:** \$24.00/hour gross.

**Job Level Range:** \$23.95- \$26/hour gross

**Days/Hours of Work:** 15 hours per week

**Extended Health Benefits:** not eligible

**Start Date:** As soon as possible

### **Our Valued Benefits:**

- A work culture that values teamwork, creativity, learning, fairness, and integrity
- 4% vacation pay
- Training and learning opportunities

### **About Capilano Community Services Society**

Capilano Community Services Society (CCSS) is a registered, not-for-profit charitable society with a mission to foster safe, inclusive, and healthy communities where individuals and families can thrive. CCSS provides engaging, low-cost and no cost family, youth, and seniors programs and support services for North Shore residents. Our programming enhances social connectedness, wellbeing, resiliency, and promotes a sense of community belonging. CCSS is based out of the Lions Gate Community Recreation Centre where we partner with North Vancouver Recreation and Culture and North Vancouver District Public Library to meet the needs of the community.

### **Job Summary**

The Programmer, Seniors Programs will participate in the day-to-day operations of CCSS's services for seniors, assisting in the delivery of our outreach programs and the coordination of onsite seniors' programs and services. The Programmer, Seniors Programs will contribute to the overall effectiveness and success of our services for seniors, helping them to stay connected to their community and linking them with other beneficial community supports.

The Programmer reports to the Seniors Program Supervisor.



## **Responsibilities of the Programmer, Seniors Programs**

- Works as part of a team to plan, deliver and promote CCSS seniors' programs.
- Supervise, actively participate in planned program activities, particularly for our bus outreach trips.
- Plan bus routes for our weekly bus shopping trips.
- Communicate in a clear and concise manner over the phone to seniors, signing seniors up for our outreach programs.
- Provides assistance to help seniors safely on and off the bus; ensures bus trips operate in accordance with current health and safety requirements.
- Assist drivers with navigation during bus trips.
- Monitors program effectiveness and in consultation with Program Supervisor, adjusting programming content as required.
- Responds to questions, suggestions, concerns, or complaints from participants or community members when they arise, escalating as appropriate to Program Supervisor.
- Maintains knowledge of relevant community resources and identifies emerging needs within the community.
- Builds and maintains relationships of mutual trust, respect, caring and support with senior program participants; creates spaces that feel safe, inclusive, and inviting to all.
- Maintains program statistics and ensures that client information is maintained appropriately and confidentially secured.
- Assists and/or relieves other staff as required.
- Assist with advertising and promotion of seniors' programs offered by CCSS.
- Adhere to all relevant policies and procedures related to participant safety, suspicion of elder abuse, and/or accidents.
- Performs other duties and responsibilities that may arise, based on the needs of the program

## **Qualifications and Experience**

- Experience working with seniors in a community setting.
- Familiarity with the North Shore.
- Current Emergency First Aid and CPR Certificate.
- Class 4 BC driver's license is an asset but not required.

## **Knowledge, Skills, and Abilities**

- Energetic and passionate about working with seniors.
- Excellent verbal, written and interpersonal communication skills.
- Able to organize work and function independently as well as within a team.
- Ability to use good judgement and demonstrate sensitivity.



- Demonstrated awareness, understanding and sensitivity in all issues related to diversity and inclusion (such as financial status, social isolation, learning ability, gender and sexual identity, language, cultural identity, and migration status).
- Ability to carry up to 20 lbs, lift walkers, as well as assist seniors with getting grocery bags on and off the bus.
- Demonstrate basic computer literacy in Microsoft Office applications, such as Word, Outlook, Excel, and an ability to navigate using Apple or Google Maps.
- Ability to work effectively with program staff, volunteers and non-profit or publicly funded groups, agencies and organizations.
- Ability to speak another language in addition to English is an asset.