



Job Posting

TITLE:	ACTIVITY COORDINATOR
WORK SCHEDULE:	Full-Time Position
SALARY RANGE:	\$21.00/hour – \$24.00/ hour.
ACCOUNTABILITY:	Executive Director
START DATE;	Immediately

Situated in the East End of Montreal, Almage Senior Community Centre is a nonprofit organization serving English speaking adults aged 50 and over. We provide a diversity of leisure activities and home support programs to both independent and isolated members in our community . Our territory services 7 Boroughs; with activities being held in 3 locations.

We are currently seeking a full time Activity Coordinator to complete our team.

Position Summary

- Develop, implement and monitor programs which meet the physical, social, emotional and intellectual needs of our members.
- Increase senior community center's visibility through community outreach, networking and other organizational activities
- Work in partnership with community organizations;.
- Evaluate impact of strategies, programs and services.
- Supervise/Assist in recruiting, training, supporting and motivating volunteers
- Perform select administrative duties

SPECIFIC RESPONSIBILITIES:

- Program planning and implementation of leisure activities for members in the 3 sites.
- Leads, instructs and motivates members in individual and group leisure pursuits.
- Organizes outings and special events

- Supervises weekly community meal activity.
- Coordinates and participates with committee members in organizing fund raising activities.
- Responsible for evaluation of programs/projects and recommendations
- Responsible for administrative duties related to activities or special outings such as purchasing program supplies, reservations, ticket sales, petty cash statements, bank deposits, maintain participation list, newsletter and membership list
- Keeps records and other pertinent documents; maintains professional confidentiality
- Representation at various community functions and meetings
- Responsible for the preparation/distribution of newsletter, and monthly zoom calendar
- Upkeep of Almage Social media accounts (Website, Facebook etc.).
- Carries out other job-related duties assigned by the Executive Director

QUALIFICATIONS:

- Post-secondary education in recreational therapy, or related studies and/or equivalent work-related experiences with seniors.
- Program planning and implementation skills
- Experience with older adults is an asset
- Ability to work independently or within a team setting.
- Possesses good Interpersonal and communication skills
- Knowledge of community resources particularly in the areas of services to seniors
- Computer skills in Word, Excel and PowerPoint a must.
- Bilingualism essential

Please send CV with a cover letter to the attention of the Executive Director by March 15th 2023 at: Mirella.Castrechini@almage.org