



Sauble Sandpipers Seniors Club

General Delivery, Sauble Beach, ON. N0H 2G0

www.saublesandpipers.org

Position Description:

The Program Coordinator position is offered as a contract position to assist our volunteer coordinator and program committee in the development of a plan to implement new programs and to train volunteer leaders to ensure sustainability.

Hours of Work:

Contract is for 125 hours. Successful candidate must be able to work flexible hours.

Qualifications:

- Background in working in a senior centre to develop, coordinate and implement program activities
- Ability to organize and assist in the training of volunteer leaders
- Supervisory and volunteer management skills
- Ability to prioritize and multitask
- Experience in program planning for seniors

Responsibilities:

- Implement, promote and evaluate new programs and activities
- Assist in the training of volunteer leaders
- Generate membership participation
- Assist with marketing to promote new activities
- Assist in the develop of a calendar of events for membership
- Coordinate new programming with the awareness of existing programs
- Develop written reports as needed

Apply To:

Email a cover letter and resume with name and telephone number to secretaryssp@gmail.com or mail to address above on letterhead.

NO LATER THAN April 17, 2018 at 4 p.m.

For more information, visit our website at www.saublesandpipers.org

Only candidates to be interviewed will be contacted.