



Job Posting: Community Engagement Coordinator

At Fairview Seniors Community, we seek to nurture the mind, body and spirit of residents through a culture of kindness, building 'a community for all'. We are a charitable, non-profit, organization comprised of 214 independent living apartments and condominiums, 46 retirement residential suites with assisted living services and an 84-bed long-term care home.

Position Summary: Fairview Senior's Community is recruiting a dynamic, enthusiastic individual to join our Program & Services Team. This position develops and implements direct programs as well as promotes and supports volunteer engagement within the community. Re-engaging, recruiting, training and supporting the empowerment of volunteers in roles that enhance activities and programs across the campus will be a priority for this position.

Reports to: Director Program & Services

Assets and Qualifications:

- Post-secondary education in a related field or equivalent experience (Therapeutic Recreation/ Recreation & Leisure/ Volunteer Management would be considered an asset).
- Knowledge of Canadian Code for Volunteer involvement as well as national competencies and standards to strategically engage volunteers and support organizational goals.
- Experience working with seniors with complex, age-related diseases and/or mental health concerns
- Attention to detail and ability to manage tight deadlines is critical
- Must be self-motivated to ensure all tasks are completed in a timely manner
- Positive, team-work attitude and approach to work
- Current Police Record Check with Vulnerable Sector component /TB skin test/ COVID-19 vaccination required

Position Specific Responsibilities: include, but are not limited to:

- Promote and embrace the Home's Kindness Initiative in all aspects of operations.
- Develop a volunteer management framework that strategically engages volunteers through recruitment, placement, development and ethical practise.
- Recruit, train, develop and retain all campus volunteers with foresight of ongoing trends in volunteering
- Work with each department to identify needs and ways in which volunteers can enhance programing and overall quality of life
- Directly plan and implement programs and services related to the Seniors Active Living Centre
- Support and encourage empowered, accountable and engaged volunteer services.
- Review and evaluate programs and volunteer activities on an ongoing basis
- Maintain volunteer records and statistics (quantitative) meeting organizational and legislative requirements, record the impact and value of volunteer contributions (qualitative)
- Develop a framework of ongoing acknowledgement and appreciation
- Liaise with volunteer agencies, individuals and groups in the community, maintain good standing with the Waterloo Region Volunteer Action Centre

Shift Information: may include evening, weekend or work on holidays/Part-time, Permanent, 30 hours per week

How to Apply: Submit your application in writing to the Director Program & Services, sfmartin@fairviewmh.com no later than January 28, 2022. We value all applicants although only those chosen for an interview will be contacted.

If you require accommodations throughout the recruitment, selection and assessment process, per the Accessibility for Ontarians with Disabilities Act 2005, please speak with the hiring contact. Fairview Seniors Community will be pleased to support you.