

Ryder Lake Branch



British Columbia Women's Institute

Job Description – Program Coordinator, Connections Café

Part-time, term contract

The Ryder Lake Women's Institute has received grant funding for our project "**Seniors connecting, communicating, and capturing memories in the digital world.**"

The funds will be used to:

- provide training and mentorship for seniors to learn and confidently utilize technology;
- provide workshops on topics such as identifying potential fraud activities and scams, how to use Zoom, Facebook and other social media;
- provide weekly drop-in sessions at the Ryder Lake Hall for seniors and other residents to socialize in a safe and supportive environment;
- hire a part time Program Coordinator to facilitate these weekly sessions and workshops.

The Program Coordinator will be responsible for the hosting and ongoing coordination of Connections Café weekly drop-in sessions for seniors and other residents at the Ryder Lake Community Hall. Sessions will include a scheduled presentation or activity and free social time for attendees as well as provision of access to computer and printer equipment.

We are looking for someone that is reliable, creative, a self-starter and enjoys interacting with people.

Duties:

- Prepare a welcoming environment for café and drop-in session attendees;
- Encourage participation and interaction between attendees;
- Set up the space and equipment for session, take down and securely lock-up after;
- Assist attendees and speakers with use of computer equipment, websites and social media;
- Prepare refreshments;
- Work with the Connections Café Project Team to choose, plan and organize activities for future sessions;
- Respond to in-person and email enquiries;
- Create short surveys to determine interest in future session activities;
- Promote events, including on social media;
- Assist attendees with activities such as photo scanning, crafts, etc.;
- Support coordination of other Hall-based activities and events;
- Track and report on attendance, inquiries, etc.;
- Enforce adherence to BC Government mandated Covid-prevention protocols as required;

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Hours of Work, Term, Compensation, and Reporting:

- One 4 hr shift per week at the Ryder Lake Community Hall, tentatively Thursday afternoons (this is negotiable);
- Starting date end of August 2022 in preparation for mid September 2022 launch;
- Occasional additional shifts may be required to assist with special events;
- Successful candidate must attend a full-day paid training session;
- The Program Coordinator will report to the Connections Café Project Lead;
- This position is a term position as it is grant-funded and may not continue past March 2023 though additional funding will be sought;
- Rate of pay is \$25/hour;
- Self-employed individuals or contractors that would prefer to invoice are welcome to apply.

Job Requirements:

- Preferably 1-2 years experience in a similar coordination role;
- Demonstrated proficiency with computers and applications;
- Applicants must be eligible to work in Canada;
- Able to lift up to 50 lbs/ 25 kgs;
- A Criminal Record Check (CRC) will be required;
- Must have their own transportation as the Hall is not served by public transit.

Preference may be given to candidates with experience in one or more of the following areas:

- Event planning and coordination;
- Customer service;
- Social media groups and promotion;
- Computer software/hardware support;
- Experienced with a variety of social media platforms and software programs;
- Teaching;
- Experience working for a non-profit or community support organization.

Please apply to RLWInfo@gmail.com with a cover letter and resume listing work and volunteer experience. Deadline August 20th 2022. References will be requested for short-listed applicants.