

York-Fairbank Centre for Seniors – Vulnerable Seniors Support Volunteer Coordinator

Basic Scope and Function:

Under the direction of the Program Manager and/or the Executive Director, the Vulnerable Seniors Support Volunteer Coordinator will outreach, network, and promote to older adult communities, disabled communities, diverse communities, and agencies/organizations who provide services and programs to low income, ethno-specific communities within the Toronto area the following initiatives:

- YFCS Vulnerable Seniors Support project
- Case Management Studies
- Food insecurity awareness and home support programs
- Address the needs of vulnerable Seniors in assisting them to age at home
- Expand the delivery of volunteer-based programs

Roles and Responsibilities:

The Vulnerable Seniors Support Volunteer Coordinator will support one-on-one sessions and discussions with Older Adults and Seniors volunteering for all aspects of this program. They will produce actions addressing distinct community need, identify new health and safety protocols/procedures, and acknowledge gaps in food security programs, in home services to support aging at home, exploitation of seniors amongst an aging population. This project further supports increased volunteer educational opportunities, expand staff development, increase program delivery, and heighten our organization resiliency.

The Coordinator will assist in strengthening community partnerships to collectively build volunteer capacity within the non-profit sector. They will engage and form community partnerships in developing and sharing resource materials, planning Seniors volunteer events and encourage Older Adults and Seniors to increase their knowledge base and unique program uptake to increase their capacity to services. They will address systemic issues of exploitation and neglect and address ageism and prejudice.

The Coordinator will address the needs of vulnerable Seniors to assist them age at home, safer, healthier, and independently. The project will expand the delivery of volunteer-based programs to ensure Seniors stay in their homes, within communities that support them.

The Coordinator will target the expansion of the delivery of volunteer-based meal programs, food boxes, lunch programs, snow removal program, lawn care program and friendly visiting program to vulnerable, low income seniors, older adults and disabled older adults to assist them in aging at home in communities that support them.

The Coordinator will promote and increase volunteerism amongst ethno-cultural and diverse groups, older adults, newcomers, at-risk youth, and unemployed adults.

Key Qualifications:

Post- secondary education and/or 5 – 7 years experience, in community health or social services. Expanded knowledge of computer skills i.e. Word, Excel, Power Point, Publisher etc. Ethno-specific, linguistic, and cultural training is an asset. Second language an asset. Minimum four years experience with volunteer/community organizations, including experience in project development and implementation, an asset.

Experience in preparation and formatting of reports including statistics, tracking sheets, attendance records, charts, statements, correspondence, and presentations. Experience performing seniors support duties for community agencies/organizations.

Ability to work independently with minimal supervision, prioritize work schedule, complete assigned duties within timelines. Ability to handle multiple facets and priorities of YFCS.

Excellent verbal communication skills to deal effectively with committee representatives, community organizations/members, government officials and volunteers. Highly developed interpersonal skills and proven ability to deal with people in difficult situations. Ability to work within difficult situations with flexibility, compliance, and tractability. Ability to exercise independent judgement and discretion in dealing with confidential cases, project matters and volunteers.

As some facets of the project require delivery of goods, pick-up of program supplies, and meetings with local business and private sector supporters, access to a car is required.

Performs other related duties as assigned by the Executive Director and/or Program Coordinator.

Hours of Employment:

Minimum 35-hour week. ½ hour lunch. The possibility of weekend hours as well.

Term of Contract:

This position will begin September 23rd, 2024, and will end December 31, 2025. Extension of the contract will depend on further project funding.

Salary Base:

The salary base is \$28.00 per hour. Your own vehicle is an asset. Mileage will also be paid if using vehicle for any facet of the project.

If you are interested in this position:

Please forward your resume to, no later than September 6th, 2024:

York-Fairbank Centre for Seniors
2213 Dufferin Street
Toronto, Ontario
M6E 3S2
Attn: Hiring Committee

or email – yorkfairbank@on.aibn.com