



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Age Friendly Program Assistant

The Village of Lions Bay is seeking a temporary, part time Age Friendly Program Assistant to organize our weekly 55+ program approximately five (5) hours per week on Wednesdays. This position is funded by a provincial grant and will conclude at the end of 2015.

Reporting to the Municipal Office Coordinator, this position will be responsible for sourcing different programming opportunities for the Village's weekly 55+ program. This position will work closely with members of the community as well as the Council member designated to the Community portfolio. The ideal candidate is an outgoing self-starter with a demonstrated ability to engage community members and deliver superior results while juggling multiple priorities.

Key duties of the position:

- Brainstorms 55+ programming ideas in conjunction with feedback from various sources
- Sources and engages program facilitators to deliver weekly program services
- Monitors program budget in conjunction with Finance staff, ensures expenditures meet related policies and spending criteria
- Creates flyers and other types of communications to promote Age Friendly programs and events
- Liaises with various stakeholders to understand ongoing program needs and wishes
- Other duties as may become necessary

Required skills:

- Ability to type a minimum of 50 words per minute
- Strong computer software skills in MS Office (Word, Outlook, Excel and PowerPoint)
- Strong organizational, task tracking and time-management skills
- Physical ability to set up chairs, tables and other small equipment for weekly program needs

This position is part of the CUPE local 389 bargaining unit. The rate of pay is \$20.18 per hour plus 12% in lieu of benefits.

The successful candidate will be required to provide a Criminal Record Check as a condition of employment. The posting closing date is 4 p.m. on Friday, April 17th, 2015. Please submit applications, **with subject noting Age Friendly Program Assistant**, electronically to:

Mandy Koonts, Chief Administrative Officer
admin@lionsbay.ca

The Village of Lions Bay thanks all applicants for their interest however only those candidates selected for an interview will be contacted. Please, no phone calls.