



**PART-TIME PROGRAM COORDINATOR- NEW HORIZONS FOR SENIORS
PROJECT: VICTORIA COUNTY SENIORS @ THE LIBRARY**

Cape Breton Regional Library invites applications for the *New Horizons for Seniors* part-time contract position of **Program Coordinator for Victoria County**. These programs take place at the Baddeck and Ingonish library branches and online.

Position Summary: The Program Coordinator will develop, promote, and deliver on-line and in-person programs for seniors in close collaboration with seniors in the region. This position is funded by Service Canada's *New Horizons for Seniors* Program.

Qualifications:

- Minimum of a high school diploma and experience working with the public
- Innovative and creative thinking, planning and delivery of programs
- Strong communication, interpersonal, and organizational skills
- Experience leading group discussions and collaborating with others
- Proficient use of WordProcessing, Spreadsheet, and email applications
- Competent use of online platforms like Zoom
- A valid driver's licence
- A criminal record check and child abuse registry check is required

Duties:

- Survey seniors and seniors' groups in Victoria County for input on programs they would like to participate in at this time and how they can volunteer to assist at programs
- Develop programs that are senior-focussed and encourage social interaction where possible
- Arrange for healthy snacks and refreshments at programs where possible
- Liaise with community partners to assist with program delivery
- Create and distribute posters to promote programs
- Collaborate and communicate with branch librarians and library assistants
- Maintain accurate records of receipts for program purchases
- Write reports/summaries of programs including attendance numbers, participant feedback, successes, and challenges to share with the program supervisor

Work Conditions: The home-base for this position is Baddeck Library, but programs will be offered at the Ingonish Library as well. In partnership with the Library's Outreach staff, programs may also take place at other venues throughout Victoria County, including outdoor venues. Due to COVID-19 online program delivery will be required where appropriate. Loading and unloading of program supplies and equipment is required. Mileage for travel will be reimbursed at trade board treasury rates.

Hours of Work: There is flexibility in the work schedule for this contract position, but most seniors' programs will be offered during the day. The contract is for a 6-month period.

DEADLINE TO APPLY: Friday, May 6, 2021

Send your cover letter and resume by email to ephillips@cbri.ca or in writing to

Cape Breton Regional Library

Attention: Erin Phillips

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