



Job Opportunity

Organization: Wild Rose Community Connections www.wildrosecommunityconnections.com

Job Title: Coordinator

Job Type: One year contract - Full-Time

Location: 54 10 Avenue SE High River, AB

Hours of Work Per Week: 37.5

Scheduled Days Each Week: Varies Unscheduled work week

Scheduled Hours: Generally 9:00-5:00 with some evening & weekend hours

Service Area: Foothills County, Vulcan County, Willow Creek M.D.

Closing Date: When a successful candidate has been found

Description: *SeniorConnexx & Volunteer Program Coordinator*

WRCC is committed to building strong communities.

WRCC is currently recruiting for the position of **Coordinator** to support the SeniorConnexx and Volunteer Programs in the communities of Foothills County, Vulcan County and Willow Creek M.D.

The Coordinator promotes and facilitates a coordinated approach to identifying and matching community supports for seniors. This includes identifying and matching volunteer and community supports for seniors. This position includes recruitment; training; matching and supervision of volunteers providing supports to participants.

Working a flexible schedule, the position will require the Coordinator to work regular office hours, as well as occasional evening & weekend hours, up to 37.5 hr/week. Flexibility in the role is required in order to support clients unique needs. Administrative duties including data systems, file maintenance, reports, compiling monthly and annual reports.

As An Ideal Candidate You Possess

- Diploma in Social Services, Bachelor of Social Work or similar education. Other combinations of education and experience may be considered.
- Compassionate with a positive and empathetic approach to others; Knowledge of community resources
- Respect for the diversity of cultural differences and beliefs
- Valid Driver's License and a current Criminal Record check

Our Employees Enjoy

A commitment to quality service delivery by developing our core strength: our people. We give employees the tools to do the job, developing their competence and their confidence, by conducting training programs to ensure professional development and build skills, employee morale, employee safety, health, loyalty and satisfaction. Developing people includes respecting employees work-life balance through flexible hours within the context of the role and duties. We support our staff with a cost shared benefit packages and one day/month flex day.

Please submit your resume and cover letter by September 15th to: Wild Rose Community Connections
P.O. Box 5714 High River, AB T1V 1P3 admin@wildrosecc.com

No telephone calls please. Only those candidates selected for an interview will be notified.
