



A Strong Voice For Seniors on the North Shore

The Lionsview Seniors' Planning Society is funded in part by the City of North Vancouver, the Districts of North and West Vancouver, the United Way of the Lower Mainland and the Province of British Columbia.

Lionsview Seniors' Planning Society

Committee Coordinator

Job Description

OVERVIEW

LSPS is the only North Shore organization whose mandate is to be a senior led and senior's driven organization serving older adults and organizations through education, planning, research, collaboration and information sharing. It acts as a strong voice for seniors and is a catalyst for action and change. Key issues LSPS addresses include housing, transportation, care giving, age and dementia friendly issues and creating strong senior volunteer participation. To address these issues LSPS coordinates the Seniors Action Tables, sits (and acts in an advisory capacity) on various committees, coordinates the Seniors Coalition which brings NS organizations together for education and coordination on issues. It adds value to organizations that need a central arena for a collective voice, networking, and to set agendas for seniors, seniors' organizations and the community thus augmenting the organizations own work with clients and the community. LSPS through its programs and services acts on and disseminates key information about issues relevant to able bodied and vulnerable seniors.

Responsibilities

The Committee Coordinator shall organize and chair the four Seniors Action Tables which meet monthly (except for July, August and December). SATs are made up of volunteer seniors, people who work with seniors and partner organizations. The SATs work with residents, municipalities, organizations and businesses to raise awareness of seniors' issues and the need for age and dementia friendly communities. The SATs assist in community projects such as the Age Friendly designation, give advice to planners regarding seniors issues in the city and districts, create projects, plan for the future by looking at 8 Priorities for Meaningful Change, including housing, transportation, outdoor spaces, public buildings, information sharing, community and health services, respect and inclusion.

The Coordinator will also assist in the coordination and organization of the Seniors Coalition a network of seniors' service providers hosted by the Society.

The responsibilities for the SATS involves the following:

- Organizing and sending out the agendas and minutes of the 4 SATS to the members and to the Coordinator of LSPS
- Helping each of the SATS discuss and prioritize activities and support the follow through of action

- Recruiting seniors for the SATS
- Chairing the SATS
- Organizing the refreshments for the SATS
- Oversight of the minute taking
- Implementing follow up activities as needed

The responsibilities for the Services to Seniors Coalition involves the following:

- Assisting in organizing the recruitment of speakers
- Organizing the refreshments for the meeting
- Attending the meetings
- Taking the notes

Reporting:

The Committee Coordinator reports to the Coordinator of Lionsview Seniors Planning Society

Qualifications

- Experience in not-for-profit or public agency management, including working with seniors and volunteers
- Experience in facilitation and coordination of groups

Start Date: October 2019

Job Status: This is a contract position, part time approximately 30 hours per month, except during July, August and December when no meetings are held, so hours will be limited.

Work Schedule: to be worked out in conjunction with the Lionsview Coordinator; days and hours flexible, except for the SAT and Coalition meeting times which are fixed and usually occur in the last 2 weeks of a month.

Salary: This contract is for 315 hours a year for a total of \$7875.00, plus mileage allowance

Resume and cover letter should be emailed to lions_view@telus.net attention Margaret Coates. Please be advised that only those people selected for an interview will be contacted. We thank all those who apply.