



CATHOLIC COMMUNITY SERVICES
JOB DESCRIPTION

- TITLE:** ACTIVITY PROGRAMMER – Almage Senior Community Centre
(Category I – Services Group)
- SALARY RANGE:** \$23,500 –27,500
- ACCOUNTABILITY:** Manager – Almage Senior Community Centre
- POSITION OBJECTIVES:**
- 1) To work with community in defining their program and service needs and in planning strategies which will respond adequately to those needs.
 - 2) To offer a wide range of quality services and programs which will improve the quality of life of Centre members, residents and community.
 - 3) To respond to the different needs of each member by providing a wide range of opportunities and activities for group and individual involvement.
 - 4) To evaluate impact of strategies, programs and services.
- SPECIFIC RESPONSIBILITIES:**
- 1) Work as a facilitator of the team for program planning and implementation in the area of services to the aged.
 - 2) Supervise or lead the animation of activities including kitchen.
 - 3) Conduct community outreach, networking, to increase Centre's visibility, Centre's membership as well as members' participation in Centre programs.
 - 4) Assist in recruiting, training, supporting and motivating volunteers.
 - 5) Supervision of volunteers and programs.
 - 6) Provide information and referral.
 - 7) Responsible for the preparation and distribution of monthly newsletter/ calendar.
 - 8) Coordinates and assists participants in organizing fund raising activities.
 - 9) Be responsible for evaluations of programs and follow up.
 - 10) Assist Centre – Manager with statistical data collection, necessary for overall evaluation purposes.
 - 11) Be responsible for administrative and clerical duties such as purchasing program supplies, program reservations, ticket sales, petty cash statements, bank deposits.
 - 12) Represent the Centre at community functions and meetings.
 - 13) Assist with the organization of the Centre's transportation services.
 - 14) Participate in the preparation of Annual Reports.
 - 15) Other related duties as assigned.
- WORK SCHEDULE:** THIS IS A TEMPORARY FULL TIME POSITION CONSISTING OF A 35-HOUR WORKWEEK.
- QUALIFICATIONS:**
- Post secondary education in social sciences or related studies or equivalent work-related experience.
 - Experience in group dynamics and inter-personal relationships.
 - Program planning development and implementation skills.
 - Must be able to function as a member of a team as well as independently.
 - Knowledge of community resources particularly in the areas of services to the aged.
 - Must be prepared to work weekends and evenings.
 - Computer skills essential.
 - Bilingualism essential.

Please forward all resumes to Giovanna Colasurdo – Interim Manager by email:
joannec@ccs-montreal.org or by fax at (514) 355-0806 by Friday, November 30th, 2009.