



June 7<sup>th</sup>, 2019

Job Posting #: KS 5-2018

**Nelson CARES Society - Kootenay Seniors Program**  
**INTERNAL AND EXTERNAL JOB POSTING**  
**Position: Kootenay Seniors Transportation Program Coordinator**

The Kootenay Seniors Transportation Program Coordinator position is part of Nelson CARES Society's Kootenay Seniors Program. The Coordinator is responsible for all aspects of the program and reports to the Kootenay Seniors Program Manager.

**Duties and Responsibilities:**

- Coordinate the Kootenay Seniors Volunteer Driver Program
  - Recruiting, training and evaluation of volunteer drivers
  - Booking rides for seniors and software administration
  - Program marketing, development and evaluation
- Advise seniors about transportation service options; provide support, advocacy and referrals
- Work one-on-one with seniors and their families to help seniors prepare and plan for "Life After Driving"
- Conduct outreach activities and make presentations throughout the West Kootenays; develop and sustain relationships with senior-serving organizations, transportation services, community services and health care providers; work with community partners to improve service coordination
- Develop and conduct Transit Orientations and workshops for seniors
- Work with stakeholders to develop new transportation resources for seniors, such as bus service to Kelowna hospital for medical appointments
- Develop content for the Kootenay Seniors website Seniors Transportation page, as well as updating the website resource directory with new or changing transportation services and resources
- Collect project statistics and client data as required, including developing and administering client surveys, and assist the Program Manager with analysis, evaluation and reporting as requested
- Assist the Program Team with shared responsibilities such as reception and planning the annual Seniors Fair

**Qualifications:**

***Education, Training and Experience:***

Undergraduate degree in social work, communications or a related field plus a minimum of five years related experience. More extensive/related experience may be accepted in lieu of degree.

**Specific Job Qualifications:**

- Satisfactory Criminal Record Check
- Driver's license and regular access to a reliable vehicle (travel within Kootenay region required; travel expenses paid)

**Skills and Knowledge:**

- Experience working with seniors; demonstrated comfort level communicating with seniors in a respectful and effective manner
- Experience working in community development and/or community services
- Excellent verbal and written communication skills, ideally including public speaking and presentations
- Computer skills including MS Office, PowerPoint and ideally Word Press websites
- Ability to work independently with minimal direction, to prioritize and meet deadlines; excellent time management skills and flexible schedule
- Understanding of FOIPP and the importance of client confidentiality
- Research skills would be an asset
- Knowledge of seniors' transportation challenges, related concerns and the transportation services available in the region would be an asset
- Working knowledge of project outcomes measurement, including survey design and analysis; experience with Survey Monkey would be an asset

**Position Start Date** : June 24<sup>th</sup>, 2019

**Term** : 1-year contract, with possibility of renewal annually

**Compensation** : \$22/hour

**Hours of Work** : Thirty (30) hours/week

**Location** : 709A Vernon Street, Nelson BC

**Deadline for Application** : Tuesday June 18<sup>th</sup>, 2019

E-mail application including a **cover letter, resume, and three references in a PDF format** to:

**Corrine Younie, Manager  
Kootenay Seniors Program  
Email: [cyounie@nelsoncares.ca](mailto:cyounie@nelsoncares.ca)**

*Nelson CARES Society is an equal opportunity employer. All internal candidates will be contacted as to the status of their applications. All external applicants will only be contacted if short-listed for an interview.*