



Job Description:

Social Programs Coordinator (Summer Student) Full-Time 13 weeks

The Alzheimer Society of PEI (ASPEI) is a non-profit organization committed to improving the lives of Islanders affected by Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and dementia and to promote research for a cause and a cure.

The Society offers programs and services to support persons with dementia, caregivers, and other family members so they have the help they need today and have hope for the future. We work in collaboration with other health and community support providers.

Job Summary

The Social Programs Coordinator provides support and coordination for social programs and services for seniors, persons living with dementia, and caregivers. Duties include administrative and planning, creation of new procedures, data entry, program facilitation, volunteer coordination, evaluation, and other duties as necessary.

General

- Advance the vision, mission, and values of ASPEI
- Assist in Society events as needed
- Represent ASPEI in the community

Social Programs

Dementia-Inclusive Walking Groups for Seniors

- Lead the ongoing coordination of active walking groups
- Collaborate with volunteer walk leaders (Ensure training, resources, attendance processes, plan scheduling and identify needs)
- Send reminder emails to walk participants
- Track attendance and contacts in the client management database
- Marketing and communications planning and support to increase visibility and attendance of all groups
- Work with partners in various municipalities to start new groups as needed (O'Leary, Summerside, Montague)
- Attend walking groups occasionally to connect with participants, gather feedback, and continually improve quality of program

Social Activities for Seniors & Caregivers

- Assist program staff in organizing and carrying out social activities across PEI.
- Research and develop processes to implement caregiver social connection events with the goal to form lasting supportive relationships and connections
- Develop new and maintain existing partnerships with organizations and local businesses to support activities (Request in kind support, free program space, help with promotions, co-delivery of activities)
- Develop new or improve existing processes for registration, attendance, database entries.
- Identify and purchase supplies and refreshments for events
- Attend activities where needed for onsite facilitation
- Marketing and communications planning and support to increase visibility and attendance of all groups

Volunteer Companion Program

- Oversee existing volunteer visitors by reviewing weekly visit logs and discussing any identified issues
- Connect with caregiver/family members as needed
- Record visits in the database for reporting purposes
- Manage the waitlist
- Review new volunteer applications and ensure correct onboarding procedures
- Review new client applications for a visitor and make appropriate matches between clients and volunteers.
- Attend the first visit to introduce new clients and volunteers

Volunteer Community Speakers Program

- Assist in the program planning and coordination
- Support existing volunteers with their scheduling and preparation for speaking events
- Assist with training and onboarding new volunteers
- Develop new processes and resources

Volunteer Recruitment & Coordination

- Develop and implement a volunteer recruitment strategy to support Society needs
- Ensure correct onboarding procedures for new volunteers (i.e. documentation, interview, record checks, training for specific programs and services)
- Plan and coordinate training sessions (Some facilitation)
- Plan and host a volunteer appreciation event for the end of summer 2024

Evaluation & Reporting

- Ensure evaluation of all social programs
- Analysis and reporting on evaluation findings
- Make recommendations for program improvements and integrate into practice

Essential Skills & Experience

- Excellent verbal and written communication skills to relate effectively and professionally with clients, volunteers, and other team members
- Interpersonal skills to develop new relationships and partnerships
- Excellent organization skills: attention to detail, planning, time management
- Flexible and adaptive to change
- Teamwork: the ability to work collaboratively with others on multiple projects simultaneously and in decision making.
- Project management: The ability to lead and execute multiple programs concurrently.
- Leadership: demonstrate the ability to work independently, take initiative, take responsibility for the completion of tasks, be an ambassador for the organization.
- Volunteer Coordination experience an asset
- Project management skills or experience an asset
- Knowledge of Alzheimer's disease and dementia an asset

Digital Skills:

- High level proficiency in technology generally
- Proficiency with MS-Office (Word, Excel, PowerPoint), Google Suite, Zoom.
- Client and Donor Databases (training provided)

Job Qualifications

This job is open to post-secondary students. Preference given to those currently enrolled or recently graduated from a post-secondary program (University or College).

Program preference: Recreation Therapist, Occupational Therapist, Social Work, Psychology, LPN, Administrative Coordinator, Volunteer Management

A clear criminal record check, with a vulnerable sector search is required.

Working Conditions & Salary

- Job Type - Full Time (13 Week Contract) Hours of work 37.5 hrs/wk.
- Start date: Jun 3rd 2024
- Working hours are 8:30am-4:30pm
- Location: Head Office in Charlottetown 166 Fitzroy St
- Compensation: \$16/an hour

Please submit your resume and cover letter with subject line Social Programs Coordinator to: society@alzpei.ca

We thank all who apply, but only those selected for an interview will be contacted.