



## **Community Driver Program Coordinator**

**Part time – 25 hours per week**

**(Monday - Friday)**

### **Position Summary:**

Through the Community Driver Program, self-referred and agency referred clients are transported to appointments by screened volunteer drivers. The Coordinator is the key contact for the day to day operations of the program and is involved in developing, coordinating and promoting services as well as policy and procedure formulation, program evaluation and financial tasks.

### **Qualifications:**

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

- A post-secondary diploma in Human / Social Services or related field, or the equivalent combination of education and experience
- Two years related experience working in senior services or an equivalent combination of education, training and work experience
- Experience coordinating volunteers
- Experience working with diverse populations from different cultures and socioeconomic backgrounds

#### *Job Skills & Abilities:*

- Demonstrate strong presentation and public relations skills.
- Demonstrate excellent computer skills.
- Ability to develop and maintain effective working relationships with internal and external community service providers and other professionals.
- Demonstrate time and resource management techniques.
- Demonstrate team work and strong networking and leadership skills.
- Demonstrate excellent administrative, organizational and problem solving skills.
- Must be people oriented, outgoing, dynamic and resourceful.
- Demonstrate excellent financial and budgetary skills.
- Knowledge of seniors' issues and challenges faced due to age-related illnesses and disabilities.
- Knowledge of relevant community resources, service providers and networks.

### **Duties & Responsibilities:**

- To assist in the planning, organization, implementation, and evaluation of a volunteer based service providing transport of clients to appointments.
- To oversee the day to day operation of the program by ensuring the necessary program guidelines and policies and procedures are adhered to and program standards met.
- To schedule and dispatch volunteer drivers.

### **General:**

- Wage rate: as per BCGEU Collective Agreement: Grid Level 12A \$19.77/hour
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Director, Senior Services.

**Please mention the name of the job position you are applying for in your cover letter.**

**NO phone calls. Only short listed applicants will be contacted.**

### **Please submit your cover letter and resume to:**

Matt Lutz, Human Resources Coordinator  
Chilliwack Community Services  
45938 Wellington Avenue, Chilliwack, BC V2P 2C7  
Fax: 604.792.6575 Email: [careers@comserv.bc.ca](mailto:careers@comserv.bc.ca)

**Closing Date:** 12:00 Noon, October 13<sup>th</sup>, 2017