HOME & COMMUNITY SUPPORT
United in our commitment to care
Arnprior-Braeside-McNab
Seniors At Home Program Inc.

Employment Opportunity
Social Program Coordinator
Volunteer Coordinator

Arnprior-Braeside-McNab Seniors At Home Program Inc. is a non-profit charitable Community Support Service agency partially funded by the Ministry of Health through Ontario Health East.
Our Community Support Service Agency is currently seeking a mature and experienced individual to fill the position of a Social Program Coordinator / Volunteer Coordinator

Responsibilities: Social Program Coordinator

- Under the direction of the Executive Director
- Responsible for the coordination of Social Programming; Monthly Lunch Bunch, Quarterly Diners Club, Annual Seniors BBQ, Annual Christmas Party
- Statistical Reporting as per agency data base
- Prepare monthly programming reports, attend and contribute monthly staff meetings
- Ability to work some flexible hours
- Ambassador: To act as an ambassador of the agency

Responsibilities: Volunteer Coordinator

- Under the direction of the Executive Director
- Work in collaboration with agency staff in the recruitment and retention of volunteers to assist with volunteer needs as identified by staff to support the mission and philosophy of our agency
- To manage and review all Volunteer Applications and to ensure that all Volunteer files are kept secure and up to date
- Interview all potential Volunteers, complete and document reference checks, ensure possession of an up-to-date Criminal Record Check
- Ensure all volunteer profiles and statistical information has been entered into Agency data base
- To provide or ensure orientation to all new agency volunteers with respect to the knowledge of the agency
- To organize and oversee an annual volunteer appreciation event
- Ambassador: To act as an ambassador of the agency

Responsibilities: Forms Assistance, Information & Referral Program:

- Under the direction of the Executive Director
- Provides one on one service to clients seeking assistance with government forms, applying for subsidies, or to act as a client representative when a client is needing support with telephone calls in relation to forms or assessments.

Planning / Time Management: Organizes own work in order to complete daily, weekly and monthly tasks; establishes priorities and plans to manage workload and deadlines to allow for effective multitasking

Teamwork: Works harmoniously with others to get the job done; able to work well with co-workers, volunteers and managers; shares critical information; seeks opinions

Knowledge: Agency and community knowledge would be an asset.

Skills:

- Friendly Outgoing Individual
- Ability to feel comfortable with public speaking
- Coordination Experience would be an asset
- Demonstrates strong organizational skills, working skills in word processing, spreadsheet creation and usage, email and internet (Microsoft Office)
- Excellent written and verbal communication

Attention to Detail: Performs tasks accurately and thoroughly; double-checks the accuracy of information; follows policies and procedures to ensure client safety and confidentiality are maintained

Hours of Employment:

- 2 days per week (hours of work for discussed at time of interview)
- Must possess the willingness and ability to work at times outside normal working hours
- Must have own transportation

Compensation:

- $19.38 per hour ($15,116.00) annually
- Defined HOOPP Pension Plan

Competition Closes:

- Thursday, November 26th, 2026, 4:00pm
- Be prepared to interview Monday, November 30th, 2026
- All applicants will be required to provide upon request a clear Criminal Record Check
- Only those applicants selected for the short list will be contacted
- No phone enquiries will be accepted

Process: Please forward your resume to
Arnprior-Braeside-McNab Seniors At Home Program Inc.
Attention: Dennis Harrington, Executive Director
Towne Centre Unit A1 – 106 McGonigal Street West
Arnprior, ON K7S 1M4
Email: employmentopportunity@cssagency.ca