



# Providence Living

Honouring every life story

<b><u>Posting:</u></b>	<b>001N24 Non-Contract</b>
<b><u>Status:</u></b>	<b>Term Part Time</b>
<b><u>Job Title:</u></b>	<b>Youth Volunteer Supervisor</b>
<b><u>Effective Date:</u></b>	<b>TBD</b>
<b><u>End Date:</u></b>	<b>August 31, 2024</b>
<b><u>Hours of Work:</u></b>	<b>0.84 FTE; 60 hours bi-weekly Monday to Thursday 9:00am-5:00pm, with some flexibility</b>
<b><u>Salary:</u></b>	<b>\$21.63 per hour</b>

## **PURPOSE:**

*Providence Living is a newly created non-profit Catholic-sponsored health care organization focused on long-term care, assisted living, housing, and other community services to support seniors and their family members. We are committed to re-imagining the experience of seniors, especially those living with dementia, and to creating communities and fostering a culture where seniors are empowered to make decisions that affect their quality of life.*

Reporting to Director of Site Operations, the Youth Volunteer Supervisor is responsible for providing leadership and coordination of the Summer Junior Volunteer Program at The Views Long Term Care Home. This includes supervision of youth 14-18 years of age as they participate in planned activities and develop relationships with residents. The successful applicant will also have the opportunity to be involved with planning and carrying out established recreation therapy programs and resource building.

## **SPECIFIC ACCOUNTABILITIES:**

1. Plans and implements volunteer resources and activities based upon information gathered from program objectives.
2. Acts as the first point of contact for general enquiries from volunteers.
3. Creates a cohesive schedule for volunteers and staff.
4. Works with the volunteer manager to provide continuity to the volunteer department and ensure the needs of residents are covered by the volunteer department best as possible.
5. Trains volunteers of their responsibilities, the facility, resident groups, and potential activities.
6. Advertises for the summer youth volunteer program within the community.
7. Collects volunteer applications.
8. Organizes an orientation event to train the youth volunteers.

**Providence Living**  
**Human Resource Services**  
**T: (778) 736-1250 | [HR@providenceliving.ca](mailto:HR@providenceliving.ca)**  
**2137 Comox Avenue**  
**Comox BC V9M 1P2**



9. Provides evaluations and certificates for all youth volunteers.
10. Ensures communication with the local high schools to provide work experience hours.
11. Assists the activity department with planned events and large gatherings.
12. Performs other related duties as assigned.

**QUALIFICATIONS:**

- Grade 12 Education
- Ability to communicate effectively both verbally and in writing
- Ability to deal with others effectively
- Strong desire to work with youth and seniors
- Physical ability to carry out the duties of the position
- Ability to organize work and multi-task
- Computer Skills
- Record-keeping skills

**This posting will remain open until successfully filled.** Please apply in writing to the Department of Human Resource Services using Application for Internal or External Vacancy Form.

Applications and resumes may be submitted through [hr@providenceliving.ca](mailto:hr@providenceliving.ca)

Thank you.

Human Resource Services

DATE: April 2, 2024