



Volunteer & Senior Services Program

Relief Coordinator - Casual

\$25.17/hour

Lower Similkameen Community Services Society (LSCSS) is a multi-service organization providing services from early to senior years to the rural communities of Keremeos, Cawston, Hedley and Olalla. Our organization is committed to provide excellent programs that enhance quality of life by improving the social conditions, housing, health and education of our citizens. We are a major local employer, with over 40 employees.

The Volunteer & Senior Services Coordinator plays a pivotal role in daily operations organizing staff and volunteers for a multitude of support roles, including: Meals on Wheels; Volunteer Drivers; Better at Home housekeeping and yard work; Friendly Visitors; Volunteer Income Tax Program; and One-to-One Reading. The Relief Coordinator will be able to assume all duties and responsibilities of the coordinator for sick leave and vacations.

Position Overview:

Coordinating volunteers for delivery of services under Meals on Wheels, Friendly Visitors, One-to-One Reading and Volunteer income Tax Program;

Liaising between clients and staff to coordinate Better at Home services;

Maintaining accurate records of clients, volunteers, services, and activities for reporting;

Meeting with prospective clients to orient them to the programs that match their needs;

Responding to inquiries for information on accessing other Society programs and services;

Monitors expenditures and oversees payments and collections on client accounts;

Providing general administrative support and maintaining a high-level understanding of society programs and services;

Other duties as assigned.

Qualifications include: Diploma in Community Society Service, education and experience in office administration; criminal record check clearance; Class 5 drivers' license and reliable insured vehicle; Food Safe level 1; WHIMIS.

Please send resumes marked "VSS#22-14" by e-mail to: Recruiting@LSCSS.com. **Competition open until filled.**

Complete position description available at www.LSCSS.com. For further information contact Julie Ellison, Manager of Operations & Finance, (250) 499 2352 x130.