

Resort Village of Candle Lake

Job Description

JOB TITLE:

One-Year Project Manager Assignment

Program Developer and Volunteer Coordinator for Volunteers Supporting Aging in Place Initiative
(See Attached Program Overview)

RVCL Executive Assistant / Office Manager (EA/OM)

Ongoing following the project term

JOB CATEGORY:

Out of Scope

Department/Group:

Administration

Reports to:

Chief Administrative Officer (CAO)

Position Type:

Full-Time One-Year Program Developer and Volunteer Coordinator Assignment for Volunteers Supporting Aging in Place Initiative

Full-Time Ongoing role Executive Assistant Office Manager following project term

Travel Required:

Occasional

Work Environment:

On Site - Regular office hours 8:30 am – 4:30 pm. Occasional evenings and weekends.

Salary Range:

\$65,694 - \$78,978

Special Requirements:

Criminal Record and Vulnerable Sector Check required

JOB DESCRIPTION

The successful candidate will also undertake a one-year assignment as Project Manager to lead the development and implementation of the Volunteers Supporting Aging in Place community health initiatives. (See attached project overview.)

Following the project term, the role continues as Executive Assistant / Office Manager (EA/OM) with a primary focus on governance and administration. The EA/OM is a core leadership role responsible for governance, administration, and operational support to the CAO, Mayor, and Council.

PROJECT MANAGER DUTIES (INITIAL ONE-YEAR TERM)

- Develop and implement the full program infrastructure required to support a volunteer-based system serving vulnerable populations, including policies, procedures, training materials, role descriptions, and supporting documentation.
- Establish and maintain a volunteer management system utilizing Better Impact volunteer management software to support data collection, process management, and volunteer coordination.
- Design and implement quality assurance measures to ensure program effectiveness, accountability, and continuous improvement.
- Launch volunteer services by recruiting, onboarding, training, and deploying initial volunteer roles to operational status.
- Develop a comprehensive service directory for public distribution, identifying available supports at the local, regional, and provincial levels.
- Ensure all volunteer systems and practices align with RVCL Code of Ethics and the Canadian Code for Volunteer Involvement.
- Develop scalable and transferable program frameworks that can be shared with and adapted by other rural communities.

EXECUTIVE ASSISTANT / OFFICE MANAGER DUTIES

- Coordinate the preparation and distribution of Council agendas, minutes, and reports, ensuring accuracy, completeness, and compliance with legislative and procedural requirements.
- Maintain and administer records management systems in accordance with municipal policies, ensuring proper documentation, retention, and accessibility of corporate records.
- Provide administrative support for governance functions, including assisting with policy development, bylaw preparation, and procedural compliance.
- Oversee day-to-day administrative operations, ensuring efficient workflow, coordination of office activities, and effective support to Council and Administration.
- Perform additional duties and responsibilities as assigned to support the overall operations of

QUALIFICATIONS

- Experience in project management
- Experience in policy development (asset)
- Experience with volunteer organizations and volunteer management (asset)
- Health care related experience (asset)
- Strong communication and organizational skills
- Degree or diploma in relevant field(asset)
- Experience in municipal governance

Approved by: Chief Administrative Officer

Date: April 2026

Resort Village of Candle Lake

Program Overview

Volunteers Supporting Aging in Place Initiative

The Resort Village of Candle Lake is launching an innovative, community-driven initiative envisioned through the work of the Candle Lake Health Services Committee, to support residents in aging safely and independently within their homes and community. This opportunity is designed for a candidate who wants to build something meaningful, lead changes, and make a lasting impact.

A Unique Career Opportunity

This is not just a typical municipal position. The successful candidate will lead the design and implementation of a new community support system while transitioning into a long-term leadership role within municipal administration.

You will:

- Build a program from the ground up
- Lead real service delivery in the community
- Work directly with RVCL Administration, Council, CL Health Services Committee members, provincial stakeholders, and local volunteers
- Leave a lasting impact on the Candle Lake community

Why This Program Matters

Candle Lake is experiencing a growing population aged 55 and older. Many residents want to remain in their homes as they age but require better access to services and support.

This program is designed to:

- Support aging in place
- Improve access to services
- Reduce isolation
- Strengthen the community through volunteerism

Core Service Streams

Transportation:

Volunteer-based ride services supporting access to appointments and community activities

Candle Lake will develop practical processes and procedures to support safe and consistent volunteer transportation delivery (including intake, scheduling, documentation, and basic safety protocols).

Navigation:

Helping residents connect with available services and supports

This project will strengthen the work of the Community Connector by improving coordination, volunteer capacity, and practical navigation tools (e.g., service/resource listings and referral pathways).

In-Home & Community Supports:

Wellness checks, friendly visiting, and practical assistance

The project will pilot structured volunteer support such as wellness check-ins, friendly visiting, and practical supports that reduce isolation and strengthen independence. This work will be strengthened by standardized volunteer onboarding, training, role clarity, and scheduling tools.

Program Approach

Component 1 – Program Design:

- Develop the volunteer infrastructure including policies, procedures, and workflows
- Build volunteer systems and tools;
- integrate to Better Impact Software and transportation management
- Develop quality assurance tools

Component 2 – Program Implementation:

- Launch services and pilot programs
- Recruit, vet, train and coordinate volunteers
- Implement Better Impact software
- Monitor and refine service delivery
- Collect data
- Identify ways to sustain the programs following the end of grant funding.

What You Will Deliver

- A fully operational volunteer support system
- Complete program documentation and tools
- A sustainable long-term service model
- A framework that can be replicated in other communities

Your Role in This Initiative

You will lead the transition from concept to full implementation. This includes coordinating stakeholders, building systems, and ensuring successful delivery of services.

Following the one-year project term, you will continue in the Executive Assistant / Office Manager role, supporting governance and maintaining the program you helped build.

This is an opportunity to combine project leadership with long-term career growth in municipal administration, while making a meaningful difference in the lives of residents.