

REQUEST FOR EXPRESSIONS OF INTEREST

Volunteers Supporting Aging in Place Initiative - Program Coordinator

Opportunity

The Resort Village of Candle Lake (RVCL), in partnership with the Candle Lake Health Services Committee, is seeking Expressions of Interest from qualified individuals interested in serving as the **Program Coordinator** for the Volunteers Supporting Aging in Place Initiative.

This innovative community health project is designed to support older adults and vulnerable residents to remain independent, connected, and engaged within the Candle Lake community. The program will establish and coordinate volunteer-based supports including transportation assistance, community navigation, social connections, wellness supports, and other services that address barriers to aging in place.

The Program Coordinator will play a key role in implementing and operating the program, recruiting and supporting volunteers, coordinating services, and building relationships with community partners and service providers.

About the Project

The Volunteers Supporting Aging in Place Initiative is supported through multiple funding partnerships and is being developed in collaboration with the RVCL Health Services committee.

The program is intended to:

- Reduce social isolation among older adults.
- Improve access to services and community supports.
- Assist residents in navigating health and social service systems.
- Coordinate volunteer-based transportation and support services.
- Strengthen community connections and overall quality of life.
- Support residents to remain in their homes and community for as long as possible.

Scope of Work

The Program Coordinator will work under the direction of the RVCL and in collaboration with; the Health Services Committee, the Community Connector Social Prescribing Program, and the Volunteers Aging in Place Program Developer, and will be responsible for assisting with the implementation and operation of the program, including:

Volunteer Recruitment and Coordination

- Recruit, screen, onboard, and support volunteers.
- Coordinate volunteer schedules and assignments.
- Maintain volunteer records and documentation.
- Organize volunteer orientation and training activities.
- Foster volunteer engagement and retention.

Service Coordination

- Coordinate transportation requests and volunteer driver assignments.
- Assist residents in accessing community services and resources.
- Facilitate referrals to appropriate health and social service providers.
- Support the development and delivery of community-based programs and initiatives.
- Maintain participant records and service statistics.

Community Engagement

- Build relationships with community organizations, health care providers, businesses, and stakeholders.
- Promote program awareness through outreach and community events.
- Assist with public education and volunteer recruitment campaigns.
- Participate in regional and provincial collaborative initiatives.

Program Administration

- Utilize volunteer management and reporting software systems, including Better Impact.
- Maintain program documentation and reporting requirements.
- Assist with performance measurement and program evaluation.
- Support implementation of policies, procedures, and quality improvement initiatives developed through the project.

Desired Qualifications

The ideal candidate will possess:

- Experience working with volunteers, community organizations, seniors, health services, or social services.
- Strong interpersonal, communication, and relationship-building skills.
- Experience coordinating programs, services, or projects.
- Strong organizational and administrative abilities.
- Ability to work independently while collaborating with multiple stakeholders.
- Proficiency with Microsoft Office and web-based software systems.
- Valid Saskatchewan driver's licence and reliable transportation.

Preference may be given to applicants with experience in volunteer management, community development, health promotion, social services, or aging-in-place initiatives.

Term of Engagement

The anticipated engagement is approximately **0.3 FTE (12–15 hours per week)** for an initial one-year period. Program may be extended subject to funding availability and program requirements.

The successful candidate may be engaged through:

- A salaried employment arrangement; or
- An independent contractor agreement.

Compensation will be negotiated based on qualifications and experience.

Submission Requirements

Interested individuals are invited to submit:

1. A cover letter outlining their interest and relevant experience.
2. A résumé detailing qualifications and experience.
3. A brief description of their approach to supporting volunteer recruitment, community engagement, and program coordination.
4. Proposed compensation expectations.

Submission Deadline

Expressions of Interest must be received no later than:

June 30, 2026

Submissions may be sent electronically to:

Brent Lutz, CAO

Resort Village of Candle Lake

Email: [Insert Email Address]

Additional Information

The Resort Village of Candle Lake reserves the right to accept or reject any submission