



**d'Esterre Seniors' Centre Association,
1801 Beaufort Avenue, Comox, B.C. V9M 1R9**

Position Title: Office Coordinator

Reports to: Executive Director

The d'Esterre House Seniors' Centre was officially opened on June 25, 1975, by Lieutenant-Governor Walter Owen in Comox, B.C. The core group of the original 10 Senior Citizens has now grown to a membership of over 1,200.

The d'Esterre House Senior Centre Association received the Certificate of Incorporation as a non-profit, charitable organization on January 3, 1978. The purposes of the Association are:

- a. To provide a place for the Senior Citizens to meet and enjoy the companionship of others.
 - b. To provide facilities for recreation and other activities of interest to Seniors.
 - c. To encourage Seniors to actively participate in the programs provided by the Association and to contribute their ideas.
 - d. To do everything incidental and necessary to obtain the foregoing purposes.
-

Summary of the Position

The Office Coordinator (OC) will have a passion for and commitment to the Centre's mission to enhance the quality of life for seniors. Supervises the part-time Office Assistant. Supports the Activity Coordinators and Volunteers in the delivery of day-to-day member services in a consistent, efficient and effective manner.

Key Accountabilities

1. Reports to and works closely with the Executive Director.
2. In concert with the Executive Director, coordinate the Centre's classes and activity programs, including program schedules and space allocations.
3. Process and record/maintain class membership data base and record of fee collections.
4. Process payroll and reconcile point-of-sale transactions.
5. Reconcile weekly bank deposits.
6. Supervise cash transactions including balancing Daily Cash Reports (Office and Kitchen).
7. Complete standard bookkeeping tasks, working closely with the Centre's Executive Director, Treasurer and Accountant.
8. Oversee and manage Office Assistant and volunteers maintaining the efficient and effective operation of the Centre's Office.
9. Support the volunteer responsible for facilities rental.
10. Follow the Centre's policies and procedures in the day-to-day operation of the organization.
11. Ensure the Centre's members, staff, and volunteers are treated in a fair and respectful manner.

12. Assist Centre employees and volunteers when necessary.
15. Provide reports and submit requested documentation to the Executive Director on a monthly basis and assist in coordinating the Annual General Meeting.
16. Performs other position duties as assigned by Executive Director.

Requirements and Skills

- Post-secondary diploma or certificate in a related field or an equivalent combination of education and experience.
- Recent bookkeeping experience.
- Proficient using current accounting software, Excel, Word as well as membership and registration software.
- Demonstrated ability to work as a team member in a multi-tasking and often fast paced environment.
- Ability to implement new software as required.
- Experience with membership data base software is an asset.
- Effective communication skills, oral and written.
- Supervisory experience.
- Strong organizational skills.