



Contract Description

The Immigrant Welcome Centre is seeking to fill the following contract for services for our International Seniors' Group. The International Seniors' Group brings seniors together for fun games, activities and learning opportunities.

Who we are...

The Immigrant Welcome Centre specializes in immigration and support services to newcomers who are settling in Campbell River, Comox Valley, and the North Island. Also known as the Multicultural and Immigrant Services Association of North Vancouver Island (MISA), we are a registered non-profit organization established in Campbell River in 1992.

As an award winning organization, The Immigrant Welcome Centre is a respected leader in immigrant services and an active proponent for the sector. By fostering strategic partnerships and working to create welcoming, inclusive communities that attract and retain newcomers, we are an effective business partner in the communities we serve.

How to apply for this contract:

Please submit a cover letter and resume to deborah.hall@immigrantwelcome.ca describing your skills and experience that make you the best candidate to fill this contract by Wednesday, August 4 at 9:00 a.m.

CONTRACT FOR SERVICES: Coordination and facilitation of the International Seniors' Group

LOCATION: Campbell River

FEE: Contract \$150 per session completed (10 sessions max). Contract will run from Sept 2021-March 2022, with the possibility of being renewed in the next fiscal year (April 2022-March 2023). This group does not meet in the Summer months, July and August.

CONTRACT SUMMARY

The contractor is responsible for coordinating and facilitating the International Seniors Group sessions/activities approx. two times each month on the 1st and 3rd Monday (exception holidays, 4th Monday) 10:00-12:30 p.m. at the Community Centre.). This program has been suspended since March 2020. The anticipated restart date is Monday, October 4, 2021. Please see contract activities, deliverables and requirements below.



PROGRAM OBJECTIVES

- Connect immigrant and Canadian seniors with one another and with established community members.
- Provide information and activities relevant to seniors.
- Enhance seniors' awareness and utilization of services available in the community.
- Encourage participation in the community.
- Learn about and participate in Canadian traditions.
- Learn from each other.
- Practice English.
- Have fun.

ACTIVITIES Coordination & Promotion

- Develop and implement the International Seniors Group program plan.
- Coordinate and lead the monthly sessions ensuring the safety of participants.
- Manage program budget and coming up with creative uses of the budget that fits with the goals and scope of the International Seniors Group and the mission and vision of the Immigrant Welcome Centre.
- Purchase program supplies and food.
- Liaise with IWC staff and community organizations to arrange for guest speakers, presentations, field trips or information about community services and resources.
- Follow up with scheduled guest speakers prior to sessions.
- Assist IWC staff with promoting the program and attracting new people.
- Contact identified individuals interested in the program.
- Remind participants about program sessions.
- Ensure that program participants and IWC staff are notified of cancellations and program changes.
- Ensure requirements for use of Community Centre facilities are adhered to: use of space, booking room, notifying if there is a cancellation.
- Supervise program volunteers.
- Handle issues that may arise during the program.
- Refer attendees to the Immigrant Welcome Centre for additional support services.

Record Keeping & Reporting:

- Ensure that attendees of the International Seniors Group complete a program registration form.
- Maintain attendance and record of activities on Program Activity Sheet. Ensuring that the attendance sheet is filled out and taking note of any discrepancies (participants who attend but are not listed on the attendance sheet)



- Maintain records of Seniors Group volunteers and number of hours. Ensuring that volunteers are reporting hours monthly on the volunteer hours tracking report.
- Maintain budget and keep records of all donations, in-kind contributions and community partners.
- Run program within approved budget.
- Collect client outcome surveys, program evaluations and submit reports as required.
- Assist with evaluating the program and providing recommendations.

DELIVERABLES

- Program plan for sessions
- Deliver International Seniors Group Sessions (October 2021 - March 2022)
- Maintain Program Activity Report
- Submit paperwork after each session to Community Centre staff as required
- Submit to the Immigrant Welcome Centre no later than 5 days following each session
 - Records of attendance (signed attendance sheets)
 - Registration forms (registration forms completed during program sessions)
 - Invoice (contract fee and supply expenses related to the program)

The compensation for this contract is based on both activities and deliverables.

QUALIFICATIONS:

Required

- Post Secondary training in human services, community development, administration or a related field, or a combination of education and experience.
- Fluency in English – (fluency in other languages a valuable asset).
- Valid BC Driver's License and reliable transportation.
- A clean vulnerable Sector Criminal Record Check.

Preferred Skills, Knowledge and Experience

- Experience working with immigrants and/or visible minorities, knowledge of the impact of immigration.
- Experience working with seniors and knowledge of senior issues.
- Strong verbal and written communication skills.
- Proficiency in MS Office and Google programs.
- Strong organizational, time management and leadership skills.
- Knowledge and experience maintaining confidentiality, appropriate boundaries with other staff and clients in a professionally assertive manner
- Knowledge of community resources and experience working with community agencies.
- Experience facilitating meetings/workshops.



- Experience coordinating and leading games and activities.
- Demonstrated ability to recruit and maintain new and current program participants.