



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

## REPOST: ON-SITE PROGRAM COORDINATOR

<b>Job ID</b>	<b>55310-7304</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=55310-7304">https://careers.indigenous.link/viewjob?jobname=55310-7304</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2023-05-26	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

JD # JD1356 Pay Grade: Grade 5 Title: On-Site Program Coordinator Job Summary: Responsible for the day-to-day support operations of a seniors program as part of a research project within a naturally occurring retirement community under the direction of a Principal Investigator or project leader. Purpose and Key Functions:

- Act as the first point of contact for program members.
- Perform administrative duties, including ordering and maintaining program supplies and maintaining program equipment.
- Plan and coordinate events, activities, senior-led wellness initiatives, social connection and resource programs.
- Lead, facilitate and monitor participants during program activities, including walking programs, chair-based exercise classes, active games, etc.
- Provide information related to relevant community resources to program members and inform participants of available resources related to personal planning, navigating systems, and supports for people with disabilities.
- Schedule and facilitate monthly program member meetings to engage members.
- Maintain a welcoming and accessible program space in the apartment building.
- Identify local community partnerships in consultation with the Principal Investigators.
- Build and maintain effective relationships with community partners and program stakeholders.
- Balance and control cash receipts, including floats, and petty cash.
- Provide regular progress reports to the research team.
- Write a variety of documents, including, but not limited to, general correspondence, progress reports, memos, etc

### Supervision:

- Ensures adherence to quality standards and procedures for volunteers.

### Requirements:

- 2-year College Diploma in Occupational Therapy Assistant, Physiotherapy Assistant, or relevant field of study.
- Minimum 2 years of relevant experience.

For more information, visit McMaster University for REPOST: ON-SITE PROGRAM COORDINATOR