



## **Coordinator – Educational Programs**

Funded by: Canada Summer Jobs  
Duration: 9 weeks / 30 hours per week  
Rate of Pay: \$14.00/hr  
Eligibility: all youth aged 15-30 - no longer restricted to students

The Council on Aging of Ottawa serves as a leading community voice in both official languages for Ottawa's seniors. Our aim is to help Ottawa become more Age-Friendly by identifying and addressing issues and services that impact the lives of seniors.

### **OVERVIEW**

The Council on Aging of Ottawa has provided excellent education for seniors in the Ottawa community for many years in both English and French. Our reach is city wide. Our educational programming endeavors to educate seniors on issues that are foundational to their health and well-being. We have recently been working to further align our educational programming more closely with our other areas of focus, namely: health, housing, transportation, income security, social inclusion, and francophone issues. We are proposing that a summer student could be very instrumental in assisting in this matter. This would be done in a variety of ways.

### **KEY ACTIVITIES**

#### **Current Educational Offerings**

- Assist in evaluating each of our areas of focus and determining how we can best develop or refine our educational offerings in those areas in both English and French.
- Assist in the development of a consistent standard and schedule for how these educational sessions are delivered. This would include a consistent look and feel to the sessions that we offer.

#### **Educational Course on Aging**

- Assist with the development of a standardized educational offering that would cover key topic areas and provide a well-rounded and consolidated course which would provide the information that seniors need to make informed decisions about their lives when necessary.

#### **Outreach Plan**

- Expand on the COA's reach and visibility in the community. This would be an opportunity to assist in the development of an outreach plan to other organizations and seniors in the community. There would be a particular focus on understanding the opportunities for reaching isolated seniors. We have long standing relationships with many organizations in the Ottawa

community regarding important issues that we address but we would like to explore the opportunities to work with these same organizations in ways that would allow us to share in educational endeavors as well. As part of the extension of our reach, we would also welcome the opportunity to look into the possibilities of videotaping some of our educational sessions.

### **2019-20 Program Development**

- Assist with the organization of our educational offerings in both languages as we work toward having our educational plan ready to advertise by August for the 2019-20 year. This could include assistance with the development of promotional materials, identification of venues, preparation of course materials and more.

## **SUPERVISION**

The Executive Director will be the direct supervisor on this position. The work of the Council on Aging is also supported by committees of volunteer seniors and professionals who provide significant input, guidance and direction in the areas related to this work.

Specific objectives will be set in each of the areas of responsibility and activity. Staff will be available on-site during all business hours to provide clear direction and support. Some activities will be following clearly laid out action plans while others will leave room for creativity on behalf of the student within pre-determined parameters.

The assigned staff will regularly measure student learning by setting benchmarks and measuring progress at periodic and predetermined milestones. Opportunities for feedback and review will be also be provided. Feedback both to and from the student will be encouraged in order to facilitate a healthy two-way relationship whereby the student can also speak to their own evaluation of their learning experience.

## **QUALIFICATIONS**

This position would be most appropriate for a student in the field of education, social work, social services, program development or gerontology. All of the work done at the Council on Aging relates strongly to education, advocacy, research and planning in the field of seniors' social services. We address issues of vital importance to the daily quality of life of seniors toward our vision of "respected, informed and engaged seniors living in an age-friendly city".

This position would also be well suited to an individual who is a self-starter, who can ask for and take direction from others, and enjoys organizational tasks.

## **TO APPLY**

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