



**Century House Senior Peer  
Counselling**  
620 8<sup>th</sup> Street,  
New Westminister, BC  
Telephone 604-519-1064 - Line 1  
Email: info@chspc.ca

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**Century House Senior Peer Counselling Program**  
**Professional Coordinator/Consultant**  
**New Westminister, BC**

A part time coordinator position is available to work with the Senior Peer Counselling program at Century House in New Westminister. Century House, is a community recreation centre for adults, ages 50 plus. The current program is seeking an individual to coordinate and support a dynamic group of volunteer peer counsellors and clients. This position will appeal to those individuals with strong administration, program development and support skills. This is an excellent opportunity for those with a passion for supporting and helping older adults and volunteer peer counsellors.

The Coordinator provides ongoing support and supervision to Volunteer Peer Counsellors, completes intake screening of potential clients, matches Peer Counsellors and clients in a carefully considered way. Provides volunteers with information about community resources and assists with referral as needed. Protects the confidentiality of client, volunteer and mentor; addresses volunteer, mentor and client concerns in a respectful and timely manner, assists with matters related to peer client fit, mentor-mentee fit and termination of peer relationship in a sensitive and respectful manner, and meets requirements for record keeping and evaluation of services a required by funding agency and Century House Association.

The Coordinator works in collaboration with, and is supported by the Century House Association and City of New Westminister Recreation Staff.

In addition, the Coordinator is required to complete the Senior Peer Counselling training program starting in October as well as ongoing training on an as need basis as well as various fund raising initiatives to support the program.

**Key Qualifications:**

- A post-secondary degree or diploma in the social sciences, health sciences, counselling or equivalent
- Current full registration with applicable regulatory College or eligibility for registration with an appropriate professional body
- Experience in the management of volunteers and volunteer programs

- Knowledge of the needs and issues of seniors in New Westminster, and of the resources in the community
- Completion of SPC of BC course or willing to take SPC of BC Course
- Completion of the Train the Trainer course through SPC of BC an asset
- Volunteer Management Certificate an asset
- Provincial Instructor Diploma Program (PIDP) training an asset

#### **Skills and abilities**

- Excellent communication skills, both written and oral
- Excellent organizational skills and ability to work independently
- Fluent in English with additional languages considered an asset
- Experience in public speaking and group facilitation an asset

#### **Certificates, Licenses, Membership requirements**

- Valid Class 5 BC Driver's License with no restrictions
- Certificate in Volunteer Management or Non-profit Management considered an asset
- Current First Aid and CPR certificates an asset
- Must successfully complete a Criminal Record Check – Vulnerable Sector

**Day/ Hours: 17.5 hours per week, Monday to Friday – some evenings or weekends**

**Rate of Pay: \$25.00 /hr**

**This is a part-time contract position with no benefits provided.**

**Applications may be mailed/ dropped off at Century House, 620 Eighth Street, New Westminster, BC V3M 3S2, Attention: Senior Peer Counselling Position or by email: [info@chspc.ca](mailto:info@chspc.ca)**

**Application Deadline: August 24, 2021**