



Community Development Halton

SENIOR CONNECTORS:

Recruitment Criteria, Role Description, Individual Requirements

Mission: Community Development Halton (CDH) is an intermediary organization that works to improve the quality of life of residents across Halton through participatory research, needs identification, education and training, volunteerism and policy change. CDH has two distinct programs: Social Planning and Volunteer Halton. Social Planning helps communities identify strengths and weaknesses, and determine ways to improve the quality of life in community. Volunteer Halton supports the well-being of the community through the promotion of volunteerism, building capacity of nonprofit organizations and emerging groups to engage volunteers. It facilitates connections between people and volunteer opportunities, and provides leadership on issues related to volunteering and civic engagement.

Senior Connector Role Description- Updated October 2023

- This position is exclusively available to individuals aged 50 and above who possess a strong desire to contribute to their community. If you do not meet the age requirement of 50 or above, we kindly request that you refrain from submitting an application to this opportunity and consider exploring other opportunities on Volunteer Halton's database

Recruitment Timelines: Recruitment will be continuously open, commencing on October 30, 2023, and will persist until a total of eight connectors have been successfully onboarded.

Position Title: Senior Connector

Position Summary:

- The primary objective of the Senior Connector is to empower seniors through the facilitation of access to vital information and essential contacts, enabling them to make well-informed decisions concerning the wide array of available resources and services. Senior Connectors engage in community outreach initiatives, establishing informational booths at venues frequented by a substantial senior demographic. Their purpose is to furnish seniors with comprehensive information on topics profoundly pertinent to their well-being, including but not limited to matters such as social isolation, housing, estate planning, Alzheimer's support, and a myriad of other invaluable resources and insights.

Responsibilities and Activities: The responsibilities and activities for the Senior Connector include:

- Acquiring a comprehensive understanding of the mission, vision, values, and services offered by Community Development Halton.
- Moving all documents, flyers, and pamphlets to and from locations
- Demonstrating comfort and flexibility in working across various locations within Halton.
- Effectively communicating services available in the Halton region with a combination of friendliness and professionalism.
- Responsively addressing inquiries and furnishing older adults with the information they seek regarding available resources.
- Facilitating referrals to relevant organizations and service providers.
- Attending scheduled support meetings to stay aligned with organizational goals and best practices.
- Executing volunteer duties in a manner that upholds professionalism and conveys genuine care, consistent with agency policies.
- Promptly notifying the program supervisor of any unplanned absences, scheduled vacations, or periods of illness.

- Diligently maintaining records by logging and categorizing requests from older adults and other stakeholders.
- Regularly submitting accurate time sheets detailing volunteer hours on a bi-monthly basis.
- Ensuring the meticulous management of materials within your possession, maintaining an up-to-date inventory to support efficient operations.

Volunteer Benefits:

- The opportunity to share one's skills and talents with others.
- The chance to acquire knowledge about services and resources within the community.
- The ability to contribute to fostering an active and engaged aging lifestyle.
- The satisfaction of making a meaningful difference in the lives of others.
- A sense of fulfillment and purpose derived from volunteer service.

Time Requirement:

- Volunteers are anticipated to dedicate approximately 4 hours per month.
- Volunteers are encouraged to attend support meetings as required, ensuring adequate advance notice is provided.
- Volunteers are anticipated to actively engage in a series of three training sessions, each spanning 3 to 4 hours, held weekly over a three-week period.
- Volunteers are expected to maintain their commitment to volunteer service until March 31, 2024, with the potential for the program to extend within another organization.
- In addition to in-person sessions, volunteers are expected complete AODA and Human Rights training at home online on their own time.

Job/Site Location:

- To effectively engage a diverse spectrum of seniors within the Halton region, Senior Connectors will operate from a multitude of locations across Halton. These locations encompass but are not limited to pharmacies, libraries, recreation centers, coffee shops, grocery stores, banks, apartments/condominiums, faith-based groups, and community gatherings such as lunches and dinners.
- All volunteering activities will be conducted in the following areas, contingent upon the geographical residence of the Senior Connector:
 - Burlington
 - Halton Hills (Georgetown)
 - Milton
 - Oakville
 - Acton

Qualifications Required:

- Proficiency in English in both oral and written communication, demonstrating strong communication skills. Knowing other languages is a strong asset for this role.
- Exceptional organizational abilities, adept at multitasking, and displaying flexibility when needed.
- Effective problem-solving skills and a resourceful approach to challenges.
- An unwavering commitment to maintaining confidentiality in all interactions and situations.
- A warm and outgoing personality, marked by friendliness and sociability.
- Possession of a vehicle or access to a reliable means of transportation is necessary.
- The role will entail some level of technological proficiency, as certain training sessions will be conducted online. Additionally, volunteers should be comfortable using a computer or smartphone, possessing reliable internet access and the ability to navigate basic computer functions.

Senior Connector volunteers are accountable to the Volunteer Engagement Program Officer and the Director of Volunteer Halton.