



Why not work in a community organization that values your time and effort, a place where you can truly make a difference in the lives of West Islanders?

Position Title: COMMUNITY PROGRAMS COORDINATOR

Volunteer West Island (VWI) is a non-profit organization located in Sainte-Anne-de-Bellevue that facilitates volunteerism by recruiting, training, and referring volunteers to meet the diverse needs of the Montreal West Island community. In addition, we assist seniors to remain autonomous by offering programs and services that break their isolation.

Why you should work for VWI?

Besides working with a stimulating team that cares about your well-being and happiness, our work directly impacts the quality of life of West Islanders. If you're looking for a better work/life balance that offers flexible conditions, VWI can offer you:

- A team approach with a shared purpose
- A flexible working environment adapted to fit your personal needs
- Free parking

Status

Maternity Leave replacement position

Job Summary

- Reporting directly to the Executive Director, **the Community Programs Coordinator (CPC)** is responsible for the development, supervision and the administration of all programs and services organized and offered by VWI that benefits and supports seniors and vulnerable individuals on the West Island.
- The CPC recruits volunteers to help lead and assist in the delivery of all community and outreach programs.
- The CPC is responsible for the day-to-day operations of a senior community center that provides physical, educational and recreational activities as determined by its membership.
- The CPC represents VWI at external community events and participates in various local round table committees/tables to not only maintain positive relationships with all groups but to cultivate a community of practice.

Key Responsibilities:

- Plan, organize, and facilitate center activities that are part of the Young at Heart (YAH) 55 + program
- Prepare the equipment required for each center activity and ensure the opening and closure of the hall.
- Establish safety procedures and protocols for all users of VWI's community programs.
- Coordinate and support the development of new activities and initiate planning sessions with YAH members.
- Manage all activities by maintaining excellent communications with volunteers, client-users, program animators and community leaders.
- Support and train volunteers to take on specific roles required to facilitate the delivery of all outreach activities; *the Contact Reassurance Call Service, the Handyperson Program, the Income Tax Clinics, Caring Paws Animal Therapy and Sécurocab*
- Prepare and administer a budget and balance all deposits and payments
- Prepare monthly quantitative statistics and qualitative reporting documents
- Work in cooperation with various community organizations, committees, municipal and regional departments.

- Recruit, train and guide student volunteers/interns from educational institutions and summer grant student staff
- Work in cooperation with all team members at Volunteer West Island.
- Undertake administrative tasks relevant to job function including client intake, database entries and other related tasks as assigned.

Competencies and Knowledge Requirements

- Strong communication skills.
- Able to develop and deliver presentations in public and animate groups on the occasion.
- Fluent in French and English, written and spoken.
- Effective organizational skills with the ability to work on multiple projects and effectively solve problems.
- Possess leadership and partnership building skills.
- Relevant education and/or work experience.
- Able to innovate and be creative.
- Computer literacy - good working knowledge of Microsoft Office.

Working Conditions

- Full-time maternity leave replacement position - 35 hours/week (hybrid working model)
- Interesting salary to be discussed
- Valid driver's license and has the use of a vehicle required on occasion
- Vacations offered the first year of employment and paid time off
- Group insurance plan and benefits

Please submit your resume with a letter of presentation by Friday, July 17, 2026 by mail to
1, rue de L'Église, Sainte-Anne-de-Bellevue, (QC), H9X 1W4 or by email at

info@volunteerwestisland.org

Only the candidates selected will be contacted for an interview