

## **Program Coordinator – Dorothy’s Place** **Responsibilities**

Dorothy’s Place is a program for 2SLGBTQI+ seniors, begun by Birchcliff Bluffs United Church in 2018. It offers a warm, friendly community where participants can be themselves, make new friends, find support, and enjoy interesting programs and activities. The role of the Dorothy’s Place Program Coordinator includes leadership of the Dorothy’s Place Monday Lunch and Rainbow Tea Time programs and related responsibilities, as described below.

**Note:** *Currently the two Dorothy’s Place programs are being offered online (about 1 hour per week each) due to continuing concerns about COVID-19 risks. The plan is to resume in-person meetings during the spring of 2023, without food, or with participants bringing their own food, with resumption of the food component of the lunch program and sharing of food as participants become more comfortable with gathering in groups and participating in activities requiring removal of masks.*

### **Dorothy’s Place Programs:**

1. Weekly lunch and social program, held Mondays from 11:30 a.m. to 1:30 p.m., with speakers when appropriate.
2. Rainbow Tea Time program, held Fridays from 2 p.m. to 4 p.m. Before the COVID-19 shutdowns, this program had a wellness, art and music focus, with serving of light snacks, tea and coffee.

Specific responsibilities include:

- **Program Development**
  - Leadership of the weekly Dorothy’s Place lunch program and the Rainbow Tea Time program, including planning program activities, set up, clean up and keeping weekly records of participation, incidents etc.
  - Reaching out to current and former program participants to encourage participation;
  - Encouragement of program participants to share leadership and volunteer to lead and assist with activities;
  - Use of social media to encourage program participation with the goal of increasing attendance;
  - Recruit, screen and train volunteers and oversee their work, with particular duty to ensure that they are contributing to the safe space of the program (in accordance with Faithful Footsteps);
  - When food service resumes, coordinate with Toby’s Place staff and Bluffs Food Bank lead volunteers regarding use of the kitchen, food sourcing and storage etc.; and
  - Coordinate with Church Administrator re space use, reservation of space for special events etc.
- **Program Sustainability**
  - Monitor and manage budget and undertake long range planning for Dorothy’s Place programs;
  - Initiate fundraising ideas, source grants and work on growing donor database;
  - Do community outreach and networking with community organizations, seniors’ homes etc. to grow Dorothy’s Place programs, and offer education and advocacy, as time permits; and
  - Work with incorporation team to complete incorporation of affirming ministry programs.
- **Liaison with Toby’s Place staff**
  - Meet with Toby’s Place staff periodically to discuss opportunities for building relationships between the programs, including intergenerational events, and for growing and developing the Rainbow Community Places programs as a whole.
- **Reporting**
  - Gather and maintain information necessary to ensure that the data needed to report to funding agencies is readily available and prepare grant reports for submission by applicable deadlines as required; and
  - Provide monthly report to Church Board, provide update articles to the church’s digital newsletter, attend Board meetings quarterly or as requested, evaluate programs on regular basis and plan for future, including recruiting volunteers to assist.

**Terms of Employment:** Contract of employment starting March 1 or later to end of 2023 (3 month probation period).

Hours of Work: 16 hours per week.

Compensation: Range - hourly rate: \$22 to \$28 per hour based on experience; if the Program Coordinator is Order of Ministry in The United Church of Canada, UCC salary scale will apply. *(Note: this is not a requirement for the position).* Includes UCC staff benefits. Clear vulnerable sector police records check is a condition of employment.

Birchcliff Bluffs United Church will be the employer until a new corporation has been incorporated to operate the Toby’s Place and Dorothy’s Place programs and has obtained its charitable registration, at which time the programs and their staff will be transferred to the new corporation.