



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Title:	Seniors Program Assistant
Position Type:	Volunteer Position
Program:	Seniors Programs
Location:	Surrey Head Office
Hours:	5 – 10 hours a week

Overview:

Progressive Intercultural Community Services (PICS) Society is a registered non-profit organization that has been serving the community since 1987. PICS Society provides a broad spectrum of programs and services which includes Employment Programs, Settlement Services, Language Services, Social Programs, and Housing Services. Our services

PICS is seeking dedicated and compassionate volunteers to support our Seniors Programs, including the Better at Home Program, Digital Skills for Seniors Program, IISPP, and Seniors on the Go Program. As a Seniors Program Assistant, you will play a vital role in enhancing the quality of life for seniors in our community by providing essential assistance and support. Every day, countless seniors in our community face challenges that can leave them feeling isolated and alone. Whether it's the loss of a spouse, mobility limitations, or simply the passage of time, many seniors find themselves in need of companionship and support to navigate life's daily tasks. That's where you come in.

By volunteering with Seniors programs, you have the opportunity to be a ray of sunshine in a senior's life. Whether it's spending quality time together during a friendly visit or providing transportation assistance to medical appointments, your presence and support can make all the difference. Imagine the joy on a senior's face as they welcome you into their home, grateful for the chance to share stories, laughter, and memories. Imagine the relief in their voice as you offer a helping hand, ensuring they arrive safely and on time for a crucial medical appointment. These moments may seem small, but they have the power to create lasting bonds and memories that can brighten a senior's day and bring warmth to their heart.

Responsibilities:

- assists with organizing and facilitating activities and workshops for seniors' programs;
- participates in the marketing and promotional activities individually and as conducted jointly by staff;
- distributes flyers to employers, community agencies, organizations, community events, and employment service centers to promote the senior's programs;
- provides one-on-one or group assistance to seniors in improving their digital skills through the Digital Skills for Seniors Program;
- accompanies seniors to appointments, and errands as part of the Better at Home Program and conducts friendly visits to senior's homes;
- offers companionship, emotional support, and encouragement to seniors participating in the programs;

- helps with administrative tasks, such as data entry, filing, and organizing program materials; and
- performs other position-related duties as assigned.

Requirements:

- minimum age: 15 years and above;
- compassionate and patient demeanor;
- creative and shows initiative;
- excellent interpersonal and communication skills;
- ability to work effectively with diverse populations, including seniors from different cultural backgrounds; and
- commitment to volunteering a minimum of 100 hours over a long period of time.

Benefits of Volunteering for PICS:

- **Volunteer Certificate:** Upon completion of 100 hours of volunteering, receive a certificate recognizing your valuable contribution to PICS and the community.
- **Valuable Work Experience:** Amazing opportunity to gain valuable work experience.
- **Future References:** Secure valuable references for future job positions based on your dedicated volunteer work.
- **Mileage and Parking Reimbursement:** Receive reimbursement for mileage and parking expenses incurred while volunteering for PICS.
- **Skill Enhancement:** Develop new skills and apply your existing ones while contributing to meaningful projects.
- **Gift Cards:** As a token of appreciation for your dedication, volunteers may receive gift cards to local businesses.
- **Volunteer Appreciation Events:** Enjoy special events and gatherings organized to express gratitude for the hard work and commitment of our volunteers.

Additional Information:

- A Class 5 driver's license and a reliable vehicle would be an asset; and
- Clean Criminal Record Check (Vulnerable Sector).

Join PICS today and make a meaningful difference in the lives of seniors in our community! To apply, please send an email with your resume at BetterAtHome@pics.bc.ca or contact us at **604-596-7722, ext. 231.**

Note: PICS is an equal opportunity organization. We welcome and encourage applications from individuals of all backgrounds, including those with disabilities and diverse cultural background.