

POSITION AVAILABLE - Coordinator - Milton Community Hall MVPs - Most Valuable People

Milton Community Hall seeks to hire an enthusiastic, flexible person to coordinate the **Milton Community Hall MVPs -Most Valuable People** project for a part-time position (approximately 15 hours/week for approximately three years). The tentative start date is **May 1, 2023**. Starting wage is \$20/hour.

Applications (resume and cover letter) will be accepted at miltoncommunityhall@gmail.com until **Tuesday, April 18, 2023**. For further information, please email the Hall or contact Shari MacDonald, at 902-566-3154.

Coordinator Duties:

- To survey and engage local residents, initiate, organize, promote and evaluate a minimum of 50 events each year to improve the mental well-being of those living in or near Miltonvale Park
- To create a manual or template for organizing these events for future use or for other halls
- To coordinate and oversee volunteers
- To document these events for an annual report and to provide regular reports to the Milton Community Hall Board of Directors

Abilities:

- Able to work independently, be organized, flexible and dependable
- Enjoy working with people of all ages
- Excellent oral and written communication skills
- Excellent computer skills especially with Microsoft Office programs – Excel, Word
- Budgeting

Qualifications:

- Social media experience especially in promoting events
- Work or volunteer experience in organizing events and/or coordinating volunteers
- Related educational training is an asset
- Work or volunteer experience in preparing and submitting reports

Milton Community Hall MVPs -Most Valuable People

The past few years have been difficult for many - in so many ways. The Milton Community Hall cares about its community members and will host activities to reduce social isolation and meet the social and educational needs of people. The project aims to build a caring community, expanding current activities to learn, laugh, work and play together. People will increase their social networks, learn skills and techniques to increase coping skills and cope with or release stress. Inclusive activities held close to home will build a caring neighbourhood, where people feel comfortable to share stresses, help neighbours and increase their sense of belonging.

Over the three-year project, the Milton Community Hall would host a minimum of 150 free events for people (beyond the current level). These would be in many categories: Health and Exercise, Relationships, Creativity, Nature and Pets, Life Skills, Parental and Family Support, Youth, and Social Inclusion. This new staff person would organize the activities and coordinate volunteers, oversee the project budget and be responsible for purchasing for program supplies, coordinating presenters, documenting the project, and recordkeeping.

Activities will vary, e.g. a sleep workshop, Tai chi, Meditation/Mindfulness, Smoking cessation, Walking Club, Communication skills, connecting seniors and youth, eg learn to play crokinole, Postcard-writing, Community Get-Togethers, Creative art classes and groups, Barn quilts, Coffee houses, Music, Concerts, Foraging, Tree grafting, Gardening, Pet-related activities, Budgeting and cooking workshops, First Aid, Critical Thinking Skills, Positive Parenting, Baby Sitting Course, toy library, Care for the caregiver, Parenting group, etc..

