



## **JOB POSTING**

### **COORDINATOR, ADULT DAY SERVICES**

The Richmond Society for Community Living is a non-profit society that offers a variety of programs and services for adults and children with developmental disabilities. The Society is currently accepting applications for an Adult Day Services Coordinator.

The Coordinator will oversee the day to day operations for an Adult Day Program. Specifically the Coordinator will provide direction to their staff team to ensure that the goals and objectives of the program are met. The Coordinator provides planning, coordination and administration of the programs. The Coordinator will provide vision and direction to the program by assisting team members to make the values and philosophy of the community living movement a reality in the lives of the adults in the program.

We are looking for a person with a minimum 2 years' experience at a management level that is strongly committed to the values of community living and has proven ability in developing and implementing programs for adults who have a developmental disability. An equivalent combination of education and experience will be considered.

The successful candidate should possess strong administrative and organizational skills, as well as excellent written and verbal communication, team building and problem solving skills.

Bachelor's Degree or equivalent experience, current 1<sup>st</sup> Aid/CPR, confirmed good health, CRC, and Class IV driver's license and access to a vehicle are required.

Please send current resume by March 31, 2017 to:  
Human Resources Department  
Richmond Society for Community Living  
170- 7000 Minoru Boulevard  
Richmond, B.C. V6Y 3Z5  
Fax #: 279-7048  
Email: [humanresources@rscl.org](mailto:humanresources@rscl.org)