



Better at Home Coordinator

Location: Squamish – travel to Whistler required.

Hours of Work: 28hrs/wk; Mon-Thurs 9am-5pm with flexibility to work outside these hours as needed

Nature of position: Permanent, Part-Time

Compensation: \$35.82/hr

Position posted on: October 16, 2026

Start date: November 30, 2026

ABOUT SSCS:

Founded in 1978, Sea to Sky Community Services (SSCS) is a leading social service provider in BC's Sea to Sky Corridor. We operate within a large geographical area - from Mount Currie to Britannia Beach. We offer 41 programs and services that support and enhance the lives of residents through all ages and stages of life. We help create healthy, connected and diverse communities where everyone can grow, develop and lead meaningful lives.

SSCS is an equal opportunity employer. We are committed to complying with all applicable laws prohibiting discrimination based on race, sex, creed, religion, marital status, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, sexual orientation, political belief, status as a veteran, or any other consideration made unlawful by provincial, federal, or local laws.

Contribution:

The Better at Home Program Coordinator plans, develops, implements and oversees the day-to-day operation of the Better at Home's non-medical support services to seniors to help them stay in their homes longer.

Qualifications:

1. Diploma in a related human / social service field.
2. Three (3) years recent related experience including one (1) year supervisory or administrative experience.
3. Or an equivalent combination of education, training and experience.

Job skills and abilities:

1. Excellent oral, written, facilitation and interpersonal communication skills.
2. Demonstrated teamwork, leadership and supervisory skills.
3. Demonstrated understanding of community development and aging services.
4. Ability to work effectively with program staff, volunteers and non-profit or publicly funded groups, agencies and organizations.

Responsibilities:

1. Plans and develops a program in consultation with the Program Director/Manager. Plans and implements program activities and special events.
2. Formulates program policies and procedures and evaluates the program in consultation with the Program Director/Manager.
3. Oversees the day-to-day operation of the program by ensuring that the necessary facilities and equipment are in place, program guidelines and policies are adhered to, and program standards are met.
4. Recruits, selects, dismisses, orients, trains, monitors and provides support to program volunteers.
5. Schedules program volunteers in accordance with program placement requirements.
6. Monitors and authorizes program expenditures and invoices. Maintains financial records in accordance with established procedures. Prepares the program budget for submission and presentation to senior management.
7. Promotes public awareness of and support for the program by performing duties such as producing promotional materials and attending community events.
8. Liaises with community service providers and other professionals to coordinate service provision, facilitate referrals to the program and represent the organization or program in external events.
9. Supports the Advisory Committee by coordinating meetings and provides the documentation.
10. Maintains related records and statistics and produces reports as required.
11. Performs other related duties as required.

Requirements:

1. Criminal Record Review.
2. Signed confidentiality form.
3. Approved reference check.
4. Access to a reliable vehicle.
5. Driver's license.
6. Driver's abstract.

Benefits and Perks:

Healthcare: We offer an extended health program for employees who work 20 hrs/wk or more. The program through Group Health covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. We also have an Employee and Family Assistance program. The premiums of the plan are 100% paid by the employer.

Vacation & Leave: Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays.

Retirement Pension: When eligible, an employee will be enrolled in the Municipal Pension Plan with a matching contribution by SSCS.

Other Perks: Casual dress, employee events, on-site parking, paid sick days, and more.

Compensation: As per the BCGEU Collective Agreement, the wage is \$35.82 per hour.

Apply today: jobs@sscs.ca