



About Greater Victoria Volunteer Society (Volunteer Victoria)

The Greater Victoria Volunteer Society (Volunteer Victoria) is a registered charity led by a volunteer Board of Directors and a dedicated team of nine. We operate as a volunteer center, supporting individuals and organizations across the capital region to strengthen and grow volunteerism. We serve volunteers, individuals seeking volunteer opportunities, volunteer coordinators and non-profit leaders, volunteer-led groups, and anyone interested in training or learning more about volunteer management and community engagement.

Job Title: Intergenerational Program Coordinator (REACH Project)

Position Type

Part-Time (14 hours/week | 56 hours/month)

Location: Hybrid

Compensation: \$26.00 - \$28.00 per hour

Position Overview

The Intergenerational Program Coordinator supports the design, delivery, and expansion of programs that connect youth and seniors through meaningful volunteer engagement. This role blends client support, volunteer coordination, and program development to foster inclusive, community-based connections.

Key Responsibilities

- Conduct intake, assessment, and ongoing support for senior clients
- Recruit, screen, and support youth and senior volunteers
- Coordinate volunteer placements and provide ongoing supervision
- Facilitate intergenerational programming and workshops
- Support program delivery, including scheduling, coordination & participant engagement
- Provide interpretation support where required
- Develop resources to support advocacy, social inclusion campaigns, and regional training initiatives
- Expand and support the Intergenerational Advising Program
- Plan, coordinate, and launch monthly intergenerational volunteering activities

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602 – 620 View Street Victoria, BC V8W 1J6
Tel: 250.386.2269 e-mail: volvic@volunteervictoria.bc.ca
www.volunteervictoria.bc.ca



- Attend and participate in project meetings with Volunteer Victoria and REACH project members
- Maintain records, track participation, and support reporting requirements
- Build and maintain relationships with community partners

Qualifications

- Experience working in the social services sector or a related field
- Experience in program coordination or program management
- Experience working with youth and/or senior populations
- Strong communication, relationship-building, and organizational skills
- Ability to work independently and manage multiple priorities
- Experience in volunteer coordination is an asset
- Cultural competency and experience working with diverse communities are assets

How to Apply

Please send your resume and cover letter to:
Emma Kirkland, Executive Director, before April 30, 2026
emma@volunteervictoria.bc.ca

A satisfactory Criminal Record Check, including a Vulnerable Sector Check, is required as a condition of employment.

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