

Program Development Committee

Organization:	Canadian Organization for Senior Artists and Performers
Date Posted:	As soon as possible
City:	Toronto
Location:	Ontario
Country:	Canada
Primary Category:	Develop courses, clubs, groups and workshops
Type of Position:	Volunteer from Home

Purpose: Contribute towards COSAPs Mission, *Encourage and empower adults 50 and older by providing high quality art and performing arts programs and events in diverse communities.*

Description & Details

We are looking for volunteers to be part of our Program Development Committee to help develop and implement programs, recruit instructors and help us grow our programs. Must have access to your own computer and be able to conduct research of potential instructors in the community, Universities and colleges. This is a virtual position where you can work from home, and anywhere in Canada.

Responsible for monitoring, developing, and implementing virtual/physical programs by semester, as well as working closely with the rest of our management/instructors to develop these virtual/physical programs for our members.

Responsibilities:

This will include, but not limited to:

- Organize monthly Program Development Committee meetings.
- Discuss the local needs and compile recommendations for programming for submission to Managing and Artistic Directors.
- Develop communications materials for promoting the organization to potential instructors, gather instructor program proposal forms and develop the corresponding programs.
- Ensure instructors have adequate experience proving both virtual and physical courses. Recommend training if needed and encourage them to register in our training programs.
- Forward current instructional materials and guidelines to selected instructors.
- Consider developing and maintaining an Instructor Blog for enhanced communication.
- Contribute to and maintain the private Instructor Group on Facebook.
- Review survey responses to better understand the diverse community needs and guide program development and implementation.
- Ensure diversity and inclusion in the Committee and instructors approached.
- Provide program recommendations and improvements to the Managing and Artistic Directors based on senior and local needs identified from surveys conducted bi-annually..

- Develop and maintain an Excel Spreadsheet of current and potential instructors with contact information and other important information.

Requirements:

- Preferably two committee members must have a background or experience in teaching or curriculum development; one in communications; one with social media experience or willingness to learn; one with co-ordination skills to co-ordinate, direct and assist Committee members.
- Some members with computer skills are necessary - specifically EXCEL and including Outlook and Word and online research capabilities.
- Group members must be older adults 50+, preferably.
- Committee members must be courteous and personable with good interpersonal skills and a friendly manner.
- Possess excellent interpersonal skills with the ability to effectively communicate (verbally and in writing) in English.
- Must be dependable, willing to take initiative, work well independently and attention to details and possess excellent organizational, time-management skills

Expectations:

The Program Development Committee members will be reliable with mature insight, able to accomplish tasks through careful time management and well organized with attention to detail.

Time Commitment:

A regular individual member commitment of 3-5 hours weekly on average.

Location

Working from home, anywhere in Canada and able to communicate via email, also available to meet when needed using Zoom meeting platform.

Benefits:

- Gain some valuable experience in the arts or gain specific role experience while assisting COSAP reach more older adults, in a friendly and fun environment!
- Valuable work experience and transferable skills in the administrative, curriculum development, communication, marketing, research, volunteer and art fields.
- Fill seniors' lives with joy whilst decreasing isolation.

Support

Training for this group and positions will be provided. Also, the Managing Director will be available for questions and assistance.

How to Apply / Contact

Please submit your interest with the subject line "Program Development Volunteer "to: e.way@cosap.ca or call 905-691-9933 to speak to Elisabete Way, Managing Director.