



Position Title: Senior's Centre Coordinator

Overview:

The Seniors Activities Coordinator plays a key role in creating a welcoming and engaging environment for senior attendees at the annual HCEX. This position involves setting up and hosting social activities designed to foster connection, fun, and nostalgia in a dedicated seniors' space.

Key Responsibilities:

- Set up and decorate a dedicated room with table cloths, flowers, card/table games and music.
- Host and assist two special events: a hot lunch on Sunday September 14th (12pm-3pm) and a traditional high tea on Sunday September 21st (12pm-3pm)
- Collaborate with General Manager to ensure a smooth setup, serving, and cleanup for events
- Foster a friendly and inclusive atmosphere where seniors feel comfortable and appreciated!
- Help ensure accessibility and enjoyment for all attendees

Time Commitment:

Set up room and have it ready to go for 10am on Friday September 12th

Ensure room remains tidy each day over the course of the weekend (check back a couple of times per day)

Be available on Sunday September 14 and Sunday September 21 to host lunch Service will be provided by Food Fantastique. You will only be responsible for engaging with seniors and ensuring the service goes smoothly.