

COMMUNITY ADVISOR VOLUNTEER DESCRIPTION

ORGANIZATION: Workforce Development Board – Aging Workforce Research Pilot Project

POSITION TITLE: Community Advisor (up to 6)

POSITION PURPOSE

To monitor progress and provide input on one of six project components being undertaken as part of the Aging Workforce Research Pilot Study, and to become well informed about the project to act as an ambassador to the community. Projects are:

1. Reviews (secondary statistics, Employer and Older Worker Literature Reviews)
2. Original Statistical Survey
3. Digital Workforce Analysis and Modelling (GIS)
4. Aging Worker Stories
5. Employer Strategies for an Aging Workforce
6. Stage 3 Action Planning

PROJECT BACKGROUND:

Please refer to the project description at: http://www.solutionsatwork.info/aging_workforce.htm

VOLUNTEER DUTIES AND RESPONSIBILITIES

Community Advisors are volunteers who support the work of the Aging Workforce Research Pilot Project by providing their advice and expertise in areas of project management, communication and community outreach. Community Advisors will work closely with the Trent University Faculty Lead and the Project Co-Leads (Workforce Development Board and Trent Centre for Community Based Education) to monitor project progress and provide input when needed. The Community Advisor will report back to the Aging Workforce Steering Committee and to the Project Co-Leads.

The Community Advisor is responsible to become involved in the organization in the following ways:

1. Communicate (e-mail, meetings, phone) with Faculty Lead on a regular basis to monitor progress and to communicate project needs to the Project Co-Leads
2. Attend Steering Committee Meetings and report on project progress
3. Attend on orientation session with the Faculty Lead and Project Co-Leads

QUALIFICATIONS & REQUIREMENTS

Ability to work independently, good listener & communicator, interest in Peterborough region's aging workforce and willing to learn.

LINES OF COMMUNICATION

The Community Advisor will communicate with the Faculty Lead involved with the project, and ensure the project co-leads are included on all correspondence. As well, the Community Advisor will report progress at each Aging Workforce Pilot Project Steering Committee Meeting.

EXPECTED TIME COMMITMENTS

- Communication on as needed basis with project co-leads (1-3 hours/month)
- Attend 4 Steering Committee Meetings during the year (held during the day in Peterborough)
- Project end expected to be December 2010

IF YOU ARE INTERESTED, PLEASE CONTACT:

Jenn Harrington, Director of Programs, Workforce Development Board.

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