



# Neighbourhood Leadership Program Steering Committee Member

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## About the Steering Committee

In 2016 the City of Kitchener launched its first ever neighbourhood strategy, Love My Hood. The vision: "Residents take the lead and the City supports them along the way." During the community consultation process, residents told us that they wanted training specifically designed to help neighbourhood volunteers become successful and confident leaders. To do this, we're bringing together youth, older adults, members of community organizations and City of Kitchener staff to develop a neighbourhood leadership program. Together, we will talk to the community to learn more about what they need, develop a toolkit, and lead several training sessions.

**We are looking for one additional individual to join our steering committee who can represent the perspective(s) of older adults (adults 55 years of age and older) in our community.**

## Time Commitment

**Monthly meeting:** 2<sup>nd</sup> Monday of each month from 5 – 6 pm, with the exception of October and November where the meeting will be held on the 1<sup>st</sup> Monday of the month.

**Commitment:** July 2019 – March 2020.

**Important:** additional time outside of meetings may be required to support community engagement and training sessions. We estimate the time commitment will be approximately 3 hours per month.

## Meeting Location

Kitchener City Hall

## Key Responsibilities or Tasks

- Serve as an active committee member by attending regularly scheduled meetings and giving input and feedback on:
  - the community engagement plan,
  - the development of a neighbourhood leadership toolkit, and
  - the development and delivery of four training events for residents.
- Help with the community engagement and consultation, including sharing information with your networks and encouraging others to participate.
- Help lead and/or attend one or more neighbourhood leadership training sessions.

## Skills, Experience and/or Qualifications

- Must be 55 years of age or older
- Must live, work, go to school, or own property in Kitchener
- Ability to work positively in a team environment
- Open to diverse ideas and perspectives
- Ability to share ideas, suggestions, and feedback in a group setting

- Creative problem-solving
- An interest in neighbourhood-based leadership, community engagement, and/or training development and delivery is an asset

## Age Criteria

- 55+

## Benefits of the Opportunity

- Meet other volunteers with similar interests.
- Work in a team setting to develop and deliver a valued community program.
- Gain experience and build skills in community engagement, developing and leading training, and more.

## Preparation, Training and Orientation

### ***Preparation (note: all documents will be provided prior to your first meeting if you are selected)***

- Read the both AODA (Accessibility for Ontarians with Disabilities Act) pamphlets.
- Read and sign Volunteer Informed Consent and Photo Release (optional) forms. Note: parental signatures required if under 18.
- Read and understand:
  - Committee terms of reference, and
  - Volunteer opportunity description (this document).

### ***Training and Orientation***

- Relevant training and orientation will be provided as needed.

## Additional things you should know

- At the City of Kitchener we work with a diverse community, therefore you must show respect for your fellow volunteers, community members, city staff and your surroundings.
- We expect all of our staff and volunteers to be professional and respectful of personal information. All information acquired during your volunteer term directly or indirectly, must be considered confidential. If you have concerns, please speak with your staff contact.
- We are committed to diversity and inclusion. Accommodations are available to support volunteers in accordance with the Human Rights Code.

## Screening

- ✓ Application Form

## Main Contact

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