

Age~Friendly Orillia

Advisory Committee

The Age-Friendly Orillia Advisory Committee works with the City of Orillia to support residents with appropriate services and programs so that they can be active and engaged members of the community at every stage of life. Email your expression of interest for these volunteer opportunities to info@agefriendlyorillia.ca or leave a voicemail at 705-326-7743 ext. 5 if you have questions.

Why Join the Age-Friendly Orillia Advisory Committee?

- Use your experience, skills and knowledge to make meaningful change happen
- Collaborate with community partners to make Orillia age-friendly
- Learn something new: Age-Friendly is a world-wide movement
- Participate in stimulating discussions
- We will promote, support and provide public recognition for your business or organizations' age-friendly endeavours

Advisory Committee Members

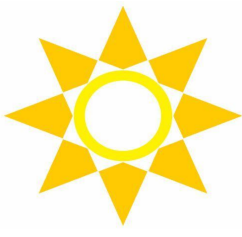
- Join as a general member of the committee
- Advocate for policies, services and structures that enable people of all ages to benefit from an active, independent and meaningful life
- Learn what makes a community age-friendly
- Attend monthly meetings, participate in important planning discussions and decision making
- Potentially: Engage in a sub-group initiative (such as the Annual Expo/Event Planning, Work Plan development or other such projects).
- This volunteer position is most suitable for someone with knowledge and interest in local issues affecting older adults
- We welcome skills associated with fundraising, community development, event planning or strategic planning

Work Plan Developer

- Working with our Co-Chair, use our well developed Implementation Plan to create a work plan for the coming months
- The work plan developers determine priorities and an action plan to achieve goals in the most suitable and efficient manner
- As a full member of the Committee, the work plan developers attend monthly meetings, and engage with sub-groups as required
- This volunteer position would be most suitable for someone who enjoys organizing, scheduling and has some experience with outcome planning and/or using logic models.

Annual Report Developer

- Review age-friendly activities/events provided to citizens of Orillia over the past year
- Develop a report back to the community
- This volunteer project requires 2-3 people; including one person with experience in using graphics to create an attractive report



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Communications

Overview:

This volunteer position works directly with the executive team, works collaboratively with committee and project team members, and liaises with our web-hosting company. This is a hands-on position, responsible for development, writing and deployment of social-media and web-focused content based on goals of the Age-Friendly Orillia Action Plan.

Responsibilities:

- Work directly with the Executive Committee to coordinate and integrate content developed for the web, social media, print, community engagement and public relations.
- Keep abreast of social-media trends and web-site design options and management, and provide recommendations to the Executive.
- Write content for social media, as well as general communications, such as letters of support for funding, feature articles, media releases, and messaging to community partners.
- Solicits content from community partners on age-friendly initiatives and programs in order to provide up-to-date and accurate web and social media content
- Liaise with web hosting company for content revisions
- Attend regular Executive and committee/project team meetings

Skills/Qualifications:

- Excellent written and verbal communication skills
- Experience in developing social-media and website content plans
- Solid skills in social-media writing
- Superior organizational skills
- Deadline-oriented personality
- Self-directed and able to work independently with minimal supervision

- Ability to collaborate and work with committee members and community partners
- Experience with Facebook, Instagram
- Understanding of website management an asset

This is a volunteer position, requiring 10 hours per month. Please send your expression of interest with experience to info@agefriendlyorillia.ca.

Age-Friendly Annual Expo Support

- Help to develop a one-day Age-Friendly Expo, in collaboration with partners who can provide educational presentations, workshops and resources targeted to both the public and service providers
- This volunteer position is most suitable for someone with event planning experience who is collaborative in nature
- He/she should have knowledge of, and connections with, the businesses and organizations who serve older adults who reside or receive services in Orillia