## Community Coordinator Guidelines

To ensure age-friendly success and help drive the process, it is important to consider appointing a community coordinator from either within, or outside of, your local government. The coordinator could be a recreation facilitator, town planner or community organizer already working or volunteering for the municipality, or if adequate funds are available, an external contractor hired specifically for this initiative. Coordinators could also be chosen from the membership of local seniors’ organizations. Funding from Union of B.C. Municipalities grants could be used to support this position. Responsibilities may also be shared between staff, or staff and volunteers.

Responsibilities of the community coordinator may include any, or all, of the following:

* promoting the project in the community and interacting with local media;
* functioning as a liaison between the community, town council, municipal staff and non-governmental organizations;
* liaising with the Age-friendly British Columbia coordinator (email: **AgeFriendlyBC@gov.bc.ca**) and using the available age-friendly tools;
* helping to set up an age-friendly advisory or steering committee, and working closely with it;
* helping to organize focus groups and/or town meetings, including booking rooms (consideration should be given to accessibility), ordering refreshments, encouraging community members to attend and participate, and ensuring that participants have access to transportation and/or parking;
* helping monitor the advisory or steering committee’s progress and evaluating outcomes;
* providing leadership in applying for funding; and
* completing updates and reports for funders once initiatives are underway.

This is not an exhaustive list for the community coordinator’s role in your age-friendly initiative; these are merely guidelines to help you think about what is required to help your community become more age-friendly.