

Don't
let
this be
you!



LAKE COUNTRY SENIORS CENTRE SOCIETY NEWSLETTER #3 Your November 2022 update from your Board...

Thank you to all the members who attended the informational gathering at the Centre on Sunday. The hot coffee, tea and cookies were welcomed on such a wintery day. President David French shared the various improvements and house-keeping details that have occurred over the past 6 months, and that there are several exciting, new activities in the planning stages which will hopefully be available early in the new year.

We are in the process of applying for funds from the Lake Country Rotary Club as part of their B.C. Gaming Grant. If we are successful, those funds would go to the creation of our own website, plus the management and training required to maintain it. Websites have become an integral part of every modern association, providing up to date communication with the members, and more opportunities to attract new members through promotion of our numerous activities. Check out Parkinson, Penticton, Rutland and Vernon Centres to see what is possible!

Our August newsletter included a detailed description for the volunteer position of Facility Co-ordinator, a job that is vital if we wish to provide hall rentals to members and the public at large. It is a job that could be shared by several individual volunteers and still fit into their 'snowbird' schedules. The alternative may be to create a paid position. For your reading pleasure, we are attaching the application with this newsletter!

There were concerns regarding the temporary halt to Prime Time and Drop-In. The events which led to those actions were explained in detail to the members. It was stressed that all of the activities provided at the Centre must, in fairness to all, adhere to the same rules such as regular collection of Activity Fees, food safety and the health and welfare of all individuals who attend, whether they be members or non-members. Our mandate is to provide social and recreational activities for Lake Country residents, living between Duck Lake and Oyama, and that is our focus going forward. We are actively working to welcome the return of those two important programs.

In the meantime here's what's been happening at the Centre.

Tai Chi - October saw the return of the regular Tai Chi programs. They meet on Wednesdays and Fridays. **Beginners level is 2:45 – 3:45; Ongoing level 1:30 -2:30.**

This ancient form of low impact exercise puts minimal stress on muscles and joints. Please come by and join in!

Tuesday Lunch Program - With an average of 60-65 lunch guests attending weekly, these wonderful 3-course meals so lovingly prepared by a troop of volunteers, continue to be a hit. Remember that take-away dinners from the lunch are also available. Lunch is \$7.00 for members and \$10.00 for Non-members.



Yoga - If you're looking for more stretch and flexibility, join in on the Yoga sessions. **Tuesdays 5:30 – 6:30 is Power Flow to build strength; Thursdays 5:30 – 6:30 is Slow and Stretchy.**

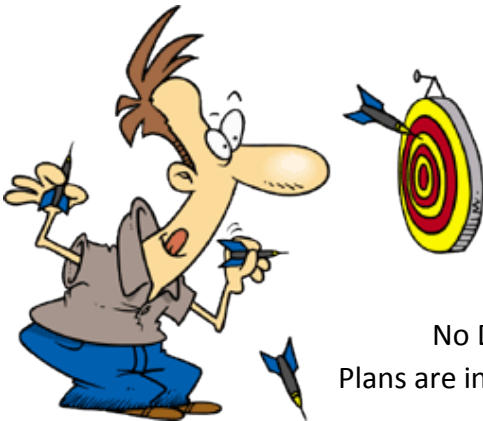


Quilting Clean-up Crew - On October 22nd, before settling in for a day of sewing, the Quilters donned their rubber gloves and disinfected all of the Centre's tables, top to bottom and underneath. Hey, I even found a piece of the obligatory gum under one of them!



In addition this past month, all of the upholstered chairs in the main hall were professionally cleaned and are looking very smart ... ready to greet the more than 130 weekly members.

Table Tennis - Our Ping Pong table is getting a work out these days on **Wednesdays from 1:00 – 2:00 pm** in the large, newly renovated lower room of the Centre.



If you have yet to visit downstairs, please take a look next time you are in the Centre. The convenient elevator and stairs are available. It is bright and airy with generous space for ping-pong, snooker, and shuffleboard.

No Darts just yet (set up is not quite ready yet for showing your skills!). Plans are in the works with members who will organize those activities.

Our recent Capital Improvements '**wish list**' submitted to the District of Lake Country included the installation of a cozy Coffee Station on the lower level. Now we await the District's decision, likely not until the Spring.

And, while you're down there ... Visit our Library.

You are most welcome to browse at your leisure. For the collectors in the crowd, you will also find CD's to take out or take away.



We really would like to know how well the Library is supported, so please fill in the Sign-Out sheet for us if you wish to take any books home. Good news We don't have a "Return Due Date"!



Volunteer Receptionists-Information Clerks needed: The Centre's office is open on Wednesdays and Fridays from 10 am to 2 pm and is staffed by the Board's secretary, Diana Yandt.

We are seeking volunteers to act as a Receptionist on Mondays, Tuesdays or Thursdays for between 2 and 4 hours. If you wish to apply, give Diana a call.

*** Choose your day.

*** Is a 4 hour shift too long for you? Let's talk ...

Your time is valuable and we want to be flexible.

Also for your reading pleasure, we are attaching the Job description.

Please support your local Seniors Centre... we have a name tag with your name on it!

The Centre's phone is: 250-766-4220



Newsletter Created
Just-4-You
By
Mary-Lou Wightman

FACILITY CO-ORDINATOR

DESCRIPTION

August 2022.

Responsibilities:

- Must be a member of the Lake Country Seniors Centre Society.
- Accept and record Rental Booking for the Lake Country Seniors Centre building (Main hall and lower floor), only where unused time slots are available.
- Rental will be available from 7:00 am to 9:00 p.m.
- Must use 'Google Calendar' to record bookings. This will be synced to the Office computer to enable accurate communication regarding rentals.
- No bookings to be made where Member groups are already regularly scheduled in the Calendar.
- Complete a Facility User Agreement for each event, which also includes:
 1. Rental Fee Deposit (50% of fee) at time of booking.
 2. Damage deposit -(separate cheque at time of booking.)
 3. Final payment - one (1) week prior to the event
 4. Copy of SEP (Special Event Permit) certificate
 5. Copy of the Commercial General Liability Insurance certificate - one (1) week prior to the event, complete with Host Liquor Liability addition.
- Damage deposit to be returned following post-event inspection.

Detailed instructions for the items listed above are on the attached samples of the 'Facility User Agreement' document.

At time of event:

- Open facility for renter and together, conduct a pre-inspection of the room to ensure all is in order, and both will sign off. (see Facility User Agreement document).
- At the end of the event, conduct another inspection and if all is good, return the Damage Deposit. Both to sign off.
- Once renters have vacated, ensure the Seniors Centre building and main front door are securely locked.

Garbage: The District of Lake Country staff will collect the garbage and dispose of it in the bins behind the Curling Rink.

Information Clerk Job Description

Job Overview

The Information Clerk position is the first point of contact for the Lake Country Seniors Activity Centre.

A professional attitude and appearance is expected. This position interacts with members, welcomes and greets visitors, coordinates front-desk activities, collects activity fees, enters information for data records and answers the telephone.

Providing outstanding customer service is a critical function.

Responsibilities for Information Clerk

- Must be a member in good standing in the Lake Country Seniors Activity Centre.
- Must be Honest and maintain confidentiality at all times
- Must be proficient with telephone etiquette and comfortable and capable using a computer with Word, Excel Programs, GOOGLE e-mail, GOOGLE Calendar, GOOGLE contacts and printing, scanning
- Enter new members in the EXCEL database
- May give tours of the facilities
- Answers the telephone in a polite and friendly manner
- Answers questions pertaining to membership, activities, activity fees, cost of membership, to the best of their ability
- Keep detailed, accurate records of visitor requests and calls received
- Maintain the general office filing system
- Maintain the reception area and all common areas in a clean and orderly manner at all times
- Manage the bulletin board