

Program Coordinator

(Job # 2022-105-IE)

Department:	Leisure and Community Services
Status:	Part Time, Temporary (Three Month Contract)
Date Posted:	September 1, 2022
Date Closing:	September 15, 2022, 4:30 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	Up to 25 hours per week
Salary:	\$25.31 - \$28.47 per hour
Flexible Working Arrangement:	Unavailable

Position Purpose:

To assist with the supervision, evaluation and administration of direct Community Programs including staff and volunteer recruitment, development, and supervision; assist with program communications, marketing, program development and design; assist with associated special events, statistics compilation, risk management; with a focus on older adult programming.

Acts as support and back up to Recreation Programmers as needed. Assist with special projects when required.

Qualifications and Requirements:

- At least one (1) year related recreational work experience with older adults, supervisory level preferred
- Minimum of one (1) year experience in an older adult recreational setting
- Proven experience as a self starter
- Excellent organizational and communication skills
- Secondary School Graduation Diploma or equivalent
- Diploma/degree in Recreation, Gerontology, or related field considered an asset
- Current Standard First Aid and CPR Level C (Basic Rescuer) or ability to obtain within 1 month of employment
- Parks and Recreation Ontario High Five Training considered an asset
- Knowledge and experience using Microsoft office applications including Word, Excel, Publisher, and Outlook. ActiveNet experience considered an asset.
- Valid Ontario G Drivers License or equivalent and a reliable vehicle for use on corporate business
- Excellent interpersonal, organizational, instructional and supervisory skills
- Demonstrated ability to deal courteously and effectively with program participants, the public and staff
- Must be able to work independently
- Must be available to work flexible hours including evenings and weekends

How to apply:

Please forward your resume in confidence by **September 15, 2022 at 4:30 p.m.**, identifying **Job # 2022-105-IE** in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

As a result of the COVID-19 pandemic and in support of the Town's commitment to a healthy and safe workplace, the Town has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine 14 days prior to your start date.

Successful candidates will be asked to provide proof of full vaccination. In the event that a candidate is unable to be vaccinated as a result of a ground protected by applicable provincial human rights legislation, the Candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.