



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Coordinator, Community Programs

Employment Type: Full time Contract up to 14 months

Location: Aurora, Ontario

Salary Range: \$85, 25.00-\$106, 563.88

Closing Deadline: July 3, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Recreation Supervisor - Community Programs, the Coordinator, Community Programs is responsible for the design, development, delivery, co-ordination, supervision, and administration of community programs

Responsibilities

- Design, development and evaluation of all pre-school, children, family, inclusion services.
- Design, development and evaluation of all-day camp programs including PA days, school breaks and summer camp.
- Training, supervision and evaluation of part-time and full-time staff, volunteers and contracted service providers.
- Associated community development and liaison duties.
- Marketing and social media.
- Budget development and tracking.

Qualifications

- Diploma or Degree in Recreation and Leisure Studies
- Minimum of three (3) years of relevant progressive experience preferably at a municipal level, including programming, community development and administration.
- Strong leadership, interpersonal and communication skills with the ability to interact professionally and collaboratively with other staff members, elected officials and members of the public.
- Willingness to work flexible hours, including evenings and weekends.
- Must hold a valid Class "G" driver's license and a reliable vehicle to use on Town business.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the

Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.