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aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Assistant, Seniors Program

Employment Type: Contract, Full Time (14 months)

Location: Aurora, ON

Salary Range: \$71,998.89 to \$88,302.09

Vacancy Reason: Temporary Replacement

Closing Deadline: January 28, 2026

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 Senior's Coordinator, the Senior's Program Assistant is responsible for assisting with the design/development, implementation and supervision of senior's virtual and outreach programs, activities and events.

Responsibilities

- Responsible for the formation and supervision of volunteer committees/groups, information dissemination, guidance, budget preparation, membership and statistics maintenance, as well as other administrative functions at the Centre.
- Responsible for the formation and supervision of volunteer committees/groups, information dissemination, guidance, social prescribing, budget preparation, membership and statistics maintenance, as well as other administrative functions at the Centre.
- Leads programs including virtual (telephone and zoom) and in person fitness, social, wellness and others as directed by the coordinator.
- Assists with the preparation of program/special event promotional materials and monthly newsletters including design/layout and preparation of seasonal program guides.

Qualifications

- To be considered for this position you must have formal academic training in Recreation, Public Relations, Social Sciences, or related work experience.
- You have proven experience in the design/development and delivery of senior's programs/events both virtual (telephone and zoom) and community development.
- Working knowledge of computer applications including Microsoft Word, Excel, Teams and Outlook.
- You possess strong organizational, coaching/facilitation skills and interpersonal skills with the ability to deal professionally and courteously with all levels of staff, elected officials, participants and the general public.
- You have a willingness to work flexible hours as required (including evenings/weekends), hold a valid Class "G" driver's license with a reliable vehicle to use on corporate business
- Must possess current Standard First Aid, CPR level C and AED certification. First Responder training considered an asset.
- Must possess current fitness instructor certification.
- Current food safety certification an asset.

Successful applicants to this position will be required to provide a **Police Vulnerable Sector 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. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. 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.