

*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Temporary Part-Time Leisure Program Assistant - Up to Twelve (12) Months

Job ID: J0926-0420

Department: External Agencies

Location: Oshawa Senior Community Centre

Posting Start Date: 2026/09/28

Posting End Date: 2026/10/07 by 4:30pm

Employment Group: 251 **Salary Grade:** \$28.16 - \$31.31/Hour

Standard Weekly Hours of Work: Up to 24 **Shift Work Required:** Yes

Reporting to the Leisure Programs Manager, or designate, support the delivery of continuing education, recreation, and special events programming at the Oshawa Senior Citizens Centres. The Leisure Program Assistant is knowledgeable in agency programs and services, provides outstanding customer service, promotes programs, and works to resolve member complaints.

Responsibilities:

- Provide program set up and take down and monitor the safe participation of members
- Ensure participation requirements are followed, membership cards are current, drop-in fees are collected, attendance is recorded, and 'fair play' expectations are followed
- Provide strong customer service including working to resolve participant complaints, promoting programs, registering participants, and respond to inquiries
- Assist with statistics collection, creating displays, communicating with members in person, by phone and email
- Respond to emergencies and complete the appropriate forms and communications as needed
- Facility opening and closing as required

- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

Requirements:

- Candidates must possess an Ontario Secondary School Diploma (OSSD), or academic equivalent, and working towards a relevant certificate or diploma
- Preferred two (2) year college diploma in Recreation and Leisure, Gerontology, or Social/Human Services
- Minimum two (2) years working with older adults with preference given to those with experience in coordinating and supervising programs
- Excellent customer service and communication skills with a demonstrated interest in working with older adults
- Ability to work independently and possess personal qualities of maturity, tact and patience
- Intermediate skills and experience in Microsoft Office applications and related registration/database software (e.g. Intelli)
- Hold current Certification in Standard First Aid, CPR (Level C), and AED
- Ability to work evenings and weekends as scheduled

As a condition of employment, the City of Oshawa will require successful candidates to provide a Criminal Records Check with Vulnerable Sector Search.