



TOWNSHIP OF NORTH STORMONT

Job Description

Position Title: Seniors Program Coordinator, Part-Time Term
Reports to: Director of Parks, Recreation and Facilities
Compensation: \$25/hr - Up to 6 hours/week for 40 weeks

POSITION SUMMARY:

The Seniors Program Coordinator will be responsible for the coordination, development, scheduling and supervision of various senior's activities and programs across the Township of North Stormont.

RESPONSIBILITIES:

1. Coordinate and schedule seniors' programs and activities throughout the Township.
2. Organize facility bookings, instructors, and program logistics.
3. Assist in the delivery of activities including:
 - a. Pickleball
 - b. Social games and card nights
 - c. Dance lessons
 - d. Painting workshops
 - e. Cooking classes
 - f. Fraud awareness and safety presentations
 - g. Music and community events
 - h. CPR and First Aid courses
4. Promote programs through social media, posters, and community outreach.
5. Track attendance and participant information as required for funding and reporting purposes.
6. Work collaboratively with recreation staff, volunteers, instructors, and community partners.
7. Ensure activities are welcoming, inclusive, and well organized.
8. Provide regular updates and reports to the Recreation Department.
9. Other duties as assigned.

QUALIFICATIONS:

- Secondary School Diploma
- Post-secondary education; recreation or related fields will be an asset.
- Experience coordinating programs, events, recreation activities, or community initiatives is considered an asset.
- Experience working with older adults and community volunteers.
- Strong organizational and time-management skills.
- Ability to work independently with minimal supervision.
- Excellent communication and interpersonal skills.
- Proficient with basic computer programs, email, and social media.
- Ability to maintain accurate records and attendance tracking.

WORKING CONDITIONS:

- Must be available to work evenings and occasional weekends in various locations based on program schedules.
- Must possess a valid driver's license and have reliable transportation to travel between Township facilities.
- Ability to work flexible hours to accommodate program delivery.
- Successful candidate will be required to provide a Criminal Record Check.

The Township of North Stormont is an equal opportunity employer committed to accessibility, inclusivity, and diversity. Accommodation is available throughout the recruitment process. If you require accommodation, please contact Chad Brownlee at cbrownlee@northstormont.ca