

# Temporary Opportunity

(approx. 12 months)

**Position:** Recreation Programmer - Senior Services  
**Job Posting:** 063-074-2021  
**Department:** CDES  
**Division:** Recreation & Culture  
**Status:** Temporary Full Time

**Wage Range:** \$64,031 – \$76,215  
**Job Class:** 3  
**Shifts:** 35 hours/week  
**Posted:** December 2, 2021  
**Closes:** December 9, 2021, 4:30pm

## Purpose:

- Develop and direct programs and activities for NCC 55+ Senior Active Living Centre (SALC).
- Provide leadership and assist with recreational opportunities through working with individuals and senior groups.

## Primary Duties and Accountabilities include but are not limited to:

- Develop and direct the provision of programs for those ages 55+ to include: development, planning, scheduling, promotion, implementation and staff, to ensure program quality.
- Assist with daily operations of the NCC 55+ SALC; set-up of rooms for activities, opening the building, kitchen duties and assist with walking and program delivery.
- Coordinate and compile information for programs and assist with the circulation of program information and guides.
- Assess and identify opportunities for individuals to volunteer. Recruit and place volunteers, train, support, monitor, direct and evaluate volunteers.
- Work with seniors clubs/organized groups to help them develop, plan and implement activities and provide programs and services to meet their recreational/cultural needs.
- Maintain an in-depth understanding and current knowledge of support services for seniors in the community, provide information for senior citizens regarding opportunities and services available, make referrals to appropriate agencies or staff.
- Prepare reports on programs for seniors and facilities.
- Ensure that the NCC 55+ SALC is a clean and safe facility.
- Accept all course and program registrations and ensure required documentation be completed; including the handling of cash and computer registration.
- Coordinate in-house and community promotion of the activities of Senior's Services to include print and social media, television and radio.
- Perform general office duties such as filing, attendance, statistical information, inventory and record keeping.
- Maintain the facility/program scheduling system.
- Ensure the facility security and alarms systems are active and operational.
- Oversee part-time instructors, maintenance workers and volunteers in accordance with City policy inclusive of improving work performance and maintaining acceptable conduct.
- Maintain a thorough working knowledge of the City's Health & Safety policy and procedures.
- Perform all other related duties as may be required.

## Qualifications:

- College Diploma in a related field; e.g. Gerontology, Recreation and Leisure, Fitness & Health Promotion, Event Management Planning, etc.
- Three years work experience, in a related field.
- Computer literacy in Microsoft including experience in Excel, Word, Publisher, Power Point and Outlook.
- Understanding of Occupational Health & Safety Act and Accessibility for Ontarians with Disabilities Act.
- Program development and implementation skills.
- Community Development and/or Community Outreach.
- Volunteer recruitment and development.
- Ability to effectively communicate, both verbal and written.
- Meet and interact with people in a pleasant, professional and responsible manner.
- Leadership and organizational skills.
- Working knowledge of ActiveNet and Canva, is an asset.
- Frequent evening work.

**To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:**

**Email** [human.resources@cityssm.on.ca](mailto:human.resources@cityssm.on.ca)  
**Subject line** 063-074-2021 Recreation Programmer - SS

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.