



**SAULT  
STE. MARIE**

## Job Vacancy

<b>Position:</b>	Recreation Programmer – Senior Services	<b>Wage Range:</b>	\$24.00
<b>Job Posting:</b>	CD003-013-2026	<b>Job Class:</b>	8
<b>Department:</b>	CDES	<b>Shifts:</b>	up to 30 hours/week (shifts will vary)
<b>Division:</b>	Recreation & Culture	<b>Posted:</b>	January 19, 2026
<b>Status:</b>	Part Time	<b>Closes:</b>	January 26, 2026, 4:30pm

### Primary Duties & Accountabilities include, but are not limited to:

- Develop and direct the provision of programs for seniors, to include; development, planning, scheduling, promotion, implementation, and staff to ensure program quality.
- Assist with the daily operations to include; set-up of rooms for activities, opening the building, kitchen duties, assisting with program delivery.
- Understanding and current knowledge of support services for seniors in the community, to provide information for seniors regarding opportunities and services available, make referrals to appropriate agencies and staff.
- Assist with inventory, storage and requisition purchases of decorations.
- Assist with preparing promotional information for program/activities; e.g. program guide and other print materials.
- Accept course/program registrations; ensure required documentation be completed, including the handling of cash and computer registration.
- Liaise with seniors, various groups and agencies.
- Prepare program reports, as assigned.
- Attract, place, and support contracted and volunteer instructors; provide activity set-up instructions to maintenance staff and/or summer students.
- Perform general office duties such as filing, attendance tracking, statistical information and records keeping.
- Ensure the facility security and alarm systems are active and operational, when required.
- Perform all other related duties as may be required.

### Qualifications:

- University Degree and/or College Diploma, or working towards, in a related field; e.g. Gerontology, Recreation and Leisure, Fitness & Health Promotion, Event Management Planning, is an asset, **OR** three years related work.
- Computer literacy in a Microsoft environment including Excel, Word, Outlook, Publisher, Power Point.
- Working knowledge of ActiveNet and Canva, is an asset.
- Understanding of Occupational Health & Safety Act and Accessibility for Ontarians with Disabilities Act.
- Safe Food Handling, is an asset
- Program development and proven implementation skills.
- Attract and work with volunteers.
- Work both independently and as a team member, in a fast paced environment
- Ability to read, write and communicate to perform the duties of the position.
- Customer service skills.
- Ability to organize time effectively to perform the duties of the position.
- Ability to meet and interact with people in a pleasant and professional manner.

**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** CD003-013-2026 Recreation Programmer – Senior Services

- ❖ *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 Integrated Accessibility Standards Regulation, Part III, Employment Standards.*
- ❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*