



## **Active Living Assistant – Contract (6-month contract position)**

### **Company Description:**

Thames Centre, nestled in the heart of southwestern Ontario, is a vibrant community on the eastern edge of Middlesex County and the City of London. Our unique mix of urban and rural living fosters strong community connections, top-notch services, and responsible leadership. Residents enjoy breathtaking natural landscapes, open spaces, and access to state-of-the-art recreation facilities, and outstanding local amenities. Thames Centre has been recognized as one of the Best Places to Work in Southwestern Ontario!

### **Job Description:**

Under the direction of the Active Living Coordinator, the Active Living Assistant is responsible for planning, organizing, and implementing recreational programs to service the needs and interests of older adults in the community with the goals and objectives of the Active Living Centre.

### **Responsibilities:**

- Assist with planning, organizing, and implementing social and recreational programs providing equal opportunity for all, including regular meals and bus trips.
- Evaluate programs through verbal communication or written reports to the Active Living Centre Coordinator.
- Work in a team concept with all members, staff and volunteers to ensure the smooth and effective operation of the Active Living Centre.
- Responsible for adequately implementing policies and procedures to operate the Active Living Centre effectively.
- Notify the Active Living Centre Coordinator of any unsafe conditions as soon as possible.
- Administer first aid for minor injuries.
- Assist with maintaining adequate records for the control of programs and administrative supplies.
- Answering phones, handling/taking registrations & bookings and giving tours.
- Assist with preparing program brochures, weekly e-mails, monthly newsletters, and posters to promote activities as required.
- Assist with ongoing program development.
- Assist with special events for seniors, and the community to attend.
- Assist with developing volunteer policies, procedures and task descriptions.
- Assist with grant applications.
- Assist with monitoring and coordinating registrations, evaluation and statistical analysis of course participation and programs.

- Assist with fundraising to increase revenue.
- Assist with presentations to community groups on senior issues as requested.
- Assist with acting as a resource to instructors, volunteers, and the general public.
- Other related duties as assigned.

Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

### **Minimum Qualifications:**

- A graduate of a Community College Recreational Program.
- One to two years of related work experience.
- Demonstrated proficiency in Microsoft Office Suite, including MS Word and M.S. Excel, is required.
- The ability to use publishing, graphics or electronic form-generation software is a definite asset.
- Good interpersonal skills, ability to communicate effectively and maintain harmonious working relationships.
- Current First Aid and C.P.R. certification required.
- Must be a self-starter and be able to work independently with little supervision.

### **What Thames Centre has to offer:**

- A competitive salary ranging between \$52,695 to 59,308 for 2025 with a 35-hour work week.
- Flex-time opportunities.
- Vacation-time entitlement recognizing previous years of service.
- Eligibility to enroll in OMERS pension plan.
- A supportive and collaborative work environment.

### **Ready to Apply?**

Interested applicants are invited to submit a resume and cover letter before 6:00 p.m. on **Sunday, April 6, 2025** to:

Anica Peter, Human Resources Manager  
Municipality of Thames Centre  
4305 Hamilton Rd.  
Dorchester, ON, N0L 1G3  
Email: [apeter@thamescentre.on.ca](mailto:apeter@thamescentre.on.ca)

*The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*

*All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.*