



Senior Centre Assistant – Maternity Leave Contract

Company Description:

In southwestern Ontario, Thames Centre is a modern, thriving community on the eastern edge of the County of Middlesex and the City of London. We offer a mix of urban and rural living, where the community of Thames Centre works together to sustain and grow through quality services and responsible leadership. We are proud of our magnificent natural areas, recreation facilities, and overall local amenities.

Job Description:

Under the direction of the Senior Centre Coordinator, the Senior Centre 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 Senior 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 Senior Centre Coordinator.
- Work in a team concept with all members, staff and volunteers to ensure the smooth and effective operation of the Senior Centre.
- Responsible for adequately implementing policies and procedures to operate the Senior Centre effectively.
- Notify the Senior 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 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:

- Post-secondary diploma in 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 \$48,339 to \$54,418 for 2023 with a 35-hour work week.
- Flex-time opportunities.
- Vacation-time entitlement recognizing previous years of service.
- Comprehensive benefits package, along with 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 4:00 p.m. on **Tuesday, January 23, 2024** to:

Anica Peter, Human Resources Advisor
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON, N0L 1G3
Email: 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.

In accordance with the Municipality of Thames Centre's COVID-19 Vaccination Policy, please note that all new Thames Centre employees are required to be fully vaccinated as a condition of employment.