

Tillsonburg Senior Centre

45 Hardy Avenue

Tillsonburg, ON

N4G 3W9

519.688.2520

www.tillsonburgseniorcentre.com

The Tillsonburg Senior Centre, a social/recreational club for adults age 50-plus from Tillsonburg and surrounding areas, is seeking a Program Co-ordinator for a full-time permanent vacancy, starting immediately.

ABOUT US

The Tillsonburg Senior Centre is located at 45 Hardy Avenue, Tillsonburg, and offers social, recreational and leisure activities designed to promote healthy bodies, minds and spirits. Activities offered include multiple types of fitness, dance and yoga, shuffleboard, carpet bowling, pilates, a variety of card and table games, music and arts programming, educational activities and more. We are open Monday through Friday, 8:30 am to 4 pm with occasional weekend events.

ABOUT THE JOB

The successful candidate will need to possess a positive, friendly attitude, a degree and relevant experience in a recreation and leisure setting, good judgement, strong organizational skills, the ability to work in a fast-paced environment, and wonderful interpersonal skills.

DUTIES

Reporting to the Administrator, the Program Co-ordinator's duties include setting up for and assisting with daily programs and activities, maintaining program equipment, operating the Point of Sale system and handling money, registering, tracking and reporting on participation in programs, developing ideas for new programs and presenting these to the Administrator and Board of Directors for approval, completing memberships and other paperwork, applying for, administering and reporting on relevant grants, making photocopies, maintaining a clean and safe work environment, liaising with members and groups to resolve concerns or difficulties, and other duties as required. Please note: For the summer months this position will also be called upon to carry out payroll and light accounting duties, filing of source deductions, payment of invoices etc.

CRITICAL QUALIFICATIONS

Preference will be given to a graduate of a Recreation and Leisure or like program from a recognized college or university, or those who have relevant education and work experience. The successful applicant will be proficient in Microsoft Office programs, Microsoft Publisher, e-mail and social media, have strong keyboarding, written and verbal skills, and must be able to work both independently, and as part of a team. Applicants must have a current and valid Criminal Record Check a valid driver's license and a reliable method of transportation. Social media and accounting experience are preferred.

HOURS AND CONDITIONS OF WORK The successful candidate will work 35 hours per week, with additional hours at the discretion of the Administrator. The Senior Centre is open Monday through Friday, 8:30 am – 4 pm, but some evening and weekend work may be required. The wage for this position is \$19.15 per hour.

Please submit your resume and cover letter no later than 4 pm on Friday, April 26 to:

Nancy Puhr, Administrator

Tillsonburg Senior Centre

45 Hardy Avenue

Tillsonburg, Ontario

N4G 3W9

Resumes may also be submitted electronically to:

Nancy Puhr, Administrator at: nboutin@tillsonburgseniorcentre.com

We thank all applicants for their interest, however only individuals being interviewed will be contacted.