



Job Description

POSITION TITLE: Seniors Active Living Centre (SALC) Program Coordinator **DEPARTMENT:** Recreation

REPORTS TO: Director of Operations

APPROVED BY: Chief Administrative Officer

REVISION DATE: May 2025

POSITION SUMMARY

The Seniors Active Living Centre (SALC) Program Coordinator is responsible for developing and managing programs which promote active and healthy living, social engagement, and continuous learning opportunities to area seniors.

POSITION RELATIONSHIPS

- Director of Operations, Town and Library staff
- Seniors, the general public, business community, contractors, and staff of other local governments

POSITION RESPONSIBILITIES

- Facilitates program strategy with the program advisory committee.
- Assists with the development of programming, oversee the coordination, and delivery of programs for older-adult recreation, leisure and sport and fitness programs. These may include but are not limited to: fitness classes, healthy lifestyle and wellness classes, arts and culture workshops, educational seminars or webinars, nature and outdoor activities, games, social engagement events, activities which address social isolation, continuous learning such as financial management, history or cooking, or elder abuse prevention.
- Positively and professionally represent the SALC in the community by collaborating with community partners on various projects and initiatives as requested or required.
- Ensure compliance with provincial reporting and application requirements for long term sustainability of program.
- Documents attendance in accordance with best practice for data and evaluation metrics to ensure accurate and legible documentation to meet program funding requirements and transfer payment agreements.
- Work with individual seniors, senior organizations and other community partners, businesses and volunteers to identify needs, coordinate responsibility and deliver programming.
- Manage, support and coordinate individual volunteers and volunteer organizations and local businesses needed to deliver programs.

- Make suggestions and implement changes to make programs, services, activities, workshops and special events, etc. more effective, efficient and accommodating.
- Receive registrations and participant fees for programs, services, activities, workshops or special events etc.
- Help develop and deliver marketing plans, materials, documents and presentations.
- Use social media platforms to promote SALC programming and share information
- Provide customer service: answer incoming inquiries (telephone calls, mail, email, in person) only routing inquiries to managers when necessary.
- Performs clerical support and general office duties as assigned, including mail handling, messaging, meeting logistics, minor office equipment maintenance, supply inventory and maintenance
- Maintain an accurate record of expenditures.
- Prepare monthly, quarterly and annual reports as required.
- Identify and maintain resources and materials necessary for the effective delivery of programs.
- Research and identify new programming opportunities for seniors and conduct program evaluations of new and existing programs to identify improvements.
- Others tasks as assigned.

QUALIFICATIONS and EXPERIENCE

- Experience in recreation for older adults
- Experience working as a recreation programmer
- Understand the spirit of volunteerism and have good community awareness
- Be self-motivated, adaptable and a strong communicator
- Possess exceptional communication and interpersonal skills, a positive, friendly attitude, good judgement, discretion and confidentiality
- Strong written and oral English communication skills; additional languages are considered an asset
- Can maintain a co-operative working relationship with seniors, volunteers and other staff, ideally with experience in volunteer management
- Highly organized and possessing strong problem-solving skills, with the ability to multi-task, pay attention to details and work independently
- Proficiency in basic computer software and management including Microsoft Office.
- Demonstrated experience with office administration, the planning and delivery of programs, activities, workshops and special events
- A clean Criminal Reference Check and Vulnerable Sector Screen.
- Valid driver's license
- Post secondary education preferred in social services, recreation, geriatrics or gerontology or a related field

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Work may be indoors and outdoors as programming requires

- The SALC coordinator may be required to work evenings, weekends and/or statutory holidays
- Public speaking is required
- Position is customer service focused and works with a variety of clients
- Involves regular hours in office with exposure to background noise, equipment noise and office sounds
- Manual dexterity required to use desktop computers and other office equipment
- Intermittent physical activity including walking, standing, sitting, lifting (up to 30lbs)

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.