



Job Posting 24-48

Seniors Recreation Programmer

The Town of Cobourg is seeking a full time Seniors Recreation Programmer!

Reporting to the Manager, Recreation, the Seniors Recreation Programmer will provide direct programming and administrative support with day-to-day operations of the Cobourg Seniors Centre, upholding exceptional customer service standards to members.

REPORTS TO: MANAGER, RECREATION

MAIN RESPONSIBILITIES:

- Develop and implement a variety of recreational programs for members, reaching a range of interests including movement, creation, education, and social recreation
- Write activity plans and curricula that encourages and supports seniors to Age in Place
- Create and maintain relationships with community organizations and partners to organize special activities such as day trips, workshops, events and other initiatives
- Set-up and take-down of all necessary equipment for activities, ensuring safe use, sanitization, condition, and storage of equipment
- Maintain inventory of equipment and activity supplies
- Provide recommendations to the Recreation Coordinator and Manager, Recreation of innovative recreation-based programs for seniors
- Provide excellent customer service to current and prospective members of the Cobourg Seniors Centre by phone, email, or in-person
- Monitor and maintain attendance records, memberships, and recreation class-passes within ACTIVENet software and office filing system
- Implement surveys, focus groups, and other methods of engagement to collect feedback from members
- Support completion of annual funding reports by maintaining organized records and data
- Assist in the development and distribute the Seniors' monthly newsletter and quarterly programming calendar to members
- Escalate any member concerns/issues as required
- Deliver exceptional customer service to Cobourg's Seniors' Activity Centre members and all other users and guests of the Cobourg Community Centre
- Provide departmental coverage and assistance as necessary, including reception and programming
- Other duties as assigned

EDUCATION/EXPERIENCE/SKILLS:

- Post-secondary diploma or degree in Recreation & Leisure Services, Therapeutic Recreation, Gerontology, Activation, or a related program
- A minimum of one (1) year experience in planning and implementing a variety of programs for individuals aged 55+ with various abilities
- Previous experience working in a Seniors Active Living Centre or recreation department is preferred
- Specialty in fitness instruction or coaching is preferred
- Experience with ACTIVENet software considered an asset

TECHNICAL AND PROFESSIONAL SKILLS REQUIRED:

- Experience handling cash and debit transactions an asset
- Moderate physical fitness level to facilitate a variety of recreational activities is required
- Excellent interpersonal and customer services skills
- Proficient with Microsoft Office programs including Microsoft Word, Excel and PowerPoint
- Satisfactory Vulnerable Sector Record Check (upon employment)
- Standard First Aid Level C (or must obtain within 60 days of hire)



Job Posting 24-48

Seniors Recreation Programmer

WAGE:

The wage scale for this position is as per Schedule B Inside Workers of the Collective Agreement - Grade 4 – \$25.83-32.79 per hour.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than **November 29th, 2024 at 4:00PM**. Internal closing date for the role is November 15, 2024 at 4:00PM. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.