



Internal/External Job Posting
Recreation Programmer – 55+ Adults

Competition #2025-07

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay. Reporting to the Recreation Supervisor, the Recreation Programmer is accountable for planning and implementation of safe and enjoyable programming for older adults and seniors. In collaboration with the Recreation Supervisor, the Recreation Programmer will coordinate and oversee the direct delivery of programs, workshops and events for adults who are 55+ years of age or older.

Duties include but are not limited to:

- Support the development and delivery of programming to meet the needs of the residents 55+.
- Follow up with customers on a timely basis, assisting with programming registration.
- Create program and workshop descriptions and schedules.
- Ensure that the necessary equipment and supplies are available and maintained in a safe condition.
- Liaise with outside organizations such as VON, Askennonnia, SMDHU etc.
- Work cooperatively and maintain ongoing and effective communication with participants and staff.
- Take appropriate action to deal with conflict, incidents and emergencies
- Complete room set up and take down
- Perform administrative tasks necessary to support programs.
- Oversee the tracking of registered and drop-in program attendance statistics
- Coordinate the training and supervision of volunteers who are providing program and event support.
- Attend meetings as required ex, department meetings, advisory committee meetings etc.
- Track invoices and data related to program budgets.
- Complete incident reports and provide to the Recreation Supervisor
- Source information, resources or contacts to support programs or events
- Collect fees for drop-in programs and associated reporting.
- Other duties as assigned.

Required Qualifications:

- Post-Secondary Diploma or Degree in recreation, gerontology, aging or related field is preferred
- Minimum 1 year experience facilitating recreation programs or acquired through multiple years of participation and lessons
- Minimum 1 year experience working with older adults & seniors
- Must have excellent interpersonal and customer service skills
- Must have excellent verbal and written communication skills.
- Standard 1st Aid and CPR certified
- Experience in leadership considered an asset
- Bilingualism (English & French) would be considered an asset.
- Ability to provide a clean Police Record Check with Vulnerable Sector Screening.

Compensation: The current pay for this position is \$30.64 - \$35.84 per hour plus 4% vacation pay, based on a 24-hour workweek. This position is covered under CUPE, Local 2308.08.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on February 3rd, 2025** to the Human Resources Department by email hr@penetanguishene.ca.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.