# **The Corporation of the Municipality of Clarington**

**Community Services Department**

**Requires an**

### Older Adult Programmer (Contract up to 18 months)

## (Non-Affiliated)

The Municipality of Clarington is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act*,* 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at corporateservices@clarington.net.

We are looking for a dynamic, team-focused individual who is committed to being a role model of team work and customer service excellence. The successful applicant will be a leader within their field, dedicated to creating a positive team environment for fellow staff and customers.

Reporting to the Older Adult Coordinator, the Older Adult Programmer will be responsible to plan, implement and manage Older Adult programs and services offered by the Municipality.

**Responsibilities:**

1. Assist in the day-to-day supervision, administration and delivery of Older Adult programs and services, at various locations throughout the Municipality.
2. Assist in the recruitment and selection of part-time staff and volunteers.
3. Coordinate employee orientation sessions, health and safety training, and staff development sessions for older adult staff, as required.
4. Provide on-going leadership and supervision to all Older Adult staff and volunteers.
5. Assist with scheduling and evaluation of Older Adult staff.
6. Assist with older adult program planning, implementation and evaluation.
7. Review, approve and submit part-time staff payroll.
8. Assist with the purchase of program supplies.
9. Assist in compilation of the quarterly Recreation and Leisure Guide material.
10. Ensure corporate and departmental policies, operating procedures and health and safety initiatives are practiced and enforced.
11. Respond to general inquiries and provide customer feedback.
12. Work with all staff members to contribute to a positive team environment.
13. All other duties as assigned.

**Qualifications:**

1. A degree or diploma in Recreation or Gerontology and/or a combination of work related experience to the satisfaction of the Director of Community Services.
2. Up to 3 years demonstrated program development experience in recreation / gerontology including a minimum of 1 year supervisory experience, preferably in a municipal environment.
3. Highly self-motivated with the ability to work independently, as well as in a team environment.
4. Attention to detail is critical for this position along with the ability to complete work in a timely manner.
5. Demonstrated ability to establish effective working relationships and to provide excellent customer service to internal and external customers.
6. Required certifications: Standard First Aid, CPR “C” and AED certification.
7. Experience and proficiency in the following computer applications; Word, Excel and ACTIVE recreation software.
8. Valid Class G driver’s licence and reliable vehicle with automobile insurance.
9. Must be legally able to work in Canada.

The successful candidate must be available to work a varied schedule: days, evenings, weekends and holidays at any municipally operated Community Services Department facility.

Pre-employment testing may occur (a passing score will be considered to be 70 % on each test).

The following is required at time of interview:

1. Valid Ontario driver’s licence and proof of current automobile insurance coverage.

The successful candidate will be required to provide the following, at their own expense, prior to employment:

1. Current, satisfactory driver’s abstract.

2. A satisfactory, current (within last 180 days) Criminal Records Check (CPIC), with vulnerable sector screening from a Canadian Police Information Centre. Applicants who have been employed with the Municipality within the last year and have provided a CPIC within the last 356 days are exempt.

**Salary Rate:** $59,265, Grade 3 on the 2018 Non-affiliated Salary Grid.

Qualified applicants should submit their resume by 4:00 p.m. on Wednesday, June 27, 2018 to:

Human Resources Division Please quote File #75-18

Municipality of Clarington

40 Temperance Street

Bowmanville, Ontario L1C 3A6

Emails may be forwarded to resumes@clarington.net ; applications will not be retrieved from other sources (file sharing sites - SkyDrive).

Applicant information is collected under the authority of the *Municipal Act, 2001 (S.O. 2001, c.25)* to determine employment eligibility with the Municipality of Clarington.  Questions about this collection should be directed to the Director of Corporate Services, 40 Temperance St., Bowmanville, ON,

L1C 3A6, (905) 623-3379

We thank all applicants for their interest, however, only those under consideration will be contacted.

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