



Posting Id	2628
Number of Positions	1
Department	Community Services
Division	Recreation and Culture Services
Shift	Monday to Friday
Rate of Pay	\$26.97 - \$26.97 Hourly
Job Type	Permanent Part Time
Posting Type	Internal and External
Posting Date	06/10/2024
Application Deadline	06/23/2024
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Recreation Assistant – Older Adult

Position Summary

Reporting to the Program Coordinator, Adult 55+, the Recreation Assistant will provide strong leadership and expert guidance to staff by following the City's core values of Care, Collaboration, Courage, and Service. You will assist in the coordination and the direct delivery of programs, workshops, special events, and the volunteer program for adults who are 55+ years of age or older.

Key Duties and Responsibilities

- Assist the Program Coordinator to research, develop, implement, supervise and evaluate older adult programs, workshops, events and other initiatives
- Liaise with outside organizations such as CHATS, Arthritis Society, and Carefirst to create and develop new programs and services
- Create program and workshop descriptions, schedules and materials for the marketing and promotion of the activity
- In collaboration with the Recreation Marketing team, develop the Adult 55+ Newsletter, Drop in Calendar and promotional materials
- Create a positive experience for patrons by providing exceptional customer service
- Track the required training and qualifications for staff and volunteers
- Verify the Part Time Payroll
- Track invoices and data related to the programming budget
- Perform all required administration functions in accordance with City policy and procedures
- Recruit, train and supervise volunteers who are providing program and event support and track the volunteer hours in the City's database
- Assist with the tracking of registered and drop-in program attendance statistics
- Assist in the research of materials and information for grant applications and interim and final grant reports
- Prepare reports or statistics as required

Education and Experience

- Diploma in Recreation and Leisure Services, Therapeutic Recreation, or related discipline
- Standard 1st Aid & CPR C certificate
- Minimum 1 year related experience in a community or municipal recreation programming role

Required Skills/Knowledge

- Knowledge of trends and programming related to older adults and seniors
- Knowledge and experience in database management and statistic tracking
- Ability to independently resolve problems and issues under minimal supervision
- Proficiency in Microsoft Office Suite applications with a strong knowledge of Excel and Word
- Well organized, independent and highly-motivated, with the ability to handle multiple job responsibilities, set priorities, problem solve and work with all levels of staff
- Proven interpersonal skills to foster and maintain cooperative working relationships with a variety of internal and external stakeholders, demonstrating high proficiency in conflict resolution
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated) and will be required to provide proof of vehicle insurance upon hire
- Requires satisfactory Police Vulnerable Sector Check
- Manages organizational change through strong leadership and communication skills
- Demonstrates and encourages perseverance and resilience in difficult times
- Demonstrates strong written and verbal communication skills
- Encourages innovative thinking and new ideas
- Proven ability to oversee and track budgets
- Demonstrates and encourages excellent listening skills and different points of view
- Ensures that objectives and accountabilities are clearly communicated within the department
- Empowers staff to support a culture of learning, mentoring, and sharing
- Must be able to work a flexible schedule, including evening and weekends
- Demonstrate the City's corporate values of care, collaboration, courage and service

Leadership Competencies

- Builds people and culture
- Cultivates open communication
- Demonstrates personal leadership
- Navigates and leads through complexity and change
- Shapes the future

To apply:

Please visit the City of Richmond Hill Career website at <https://jobs.richmondhill.ca/job-invite/2628/> referencing the Posting ID – 2628. Application deadline is June 23, 2024, at 11:59 PM.

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

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.