



## Weekly Seniors Recreation Programmer

**One day a week with the possibility of additional days dependant on funding**

**(contract position with possibility of renewal)**

Elder Help – Peel (EHP) enriches the lives of elderly Peel residents by offering information, education, and supportive services in a welcoming and inclusive environment that fosters independence and community connections.

This position requires a well-organized and responsible individual. The applicant has to have proven work experience in planning, implementing and evaluation programs.

This position will report to the Executive Director of Elder Help-Peel.

### **Responsibilities:**

- In conjunction with the program participants, the candidate will identify program needs in order to develop, implement and evaluate quality programs, services and special events for active seniors.
- Secure facilitators to provide educational workshops, information sessions, teach craft, exercise etc. to program participants.
- Organize seasonal bus outings.
- Develop promotional resources and conduct community outreach among all community based senior organizations, promoting the program while collaborating and developing community partnerships with all groups working with seniors.
- Perform administrative duties including, scheduling, maintaining statistics, program activity records and prepare monthly report.
- Encourage and support group members to develop networks with other senior groups in the community promoting Unity in Diversity.
- Ensure organizational, group members and volunteers confidentiality is maintained.

### **Qualifications/Skills:**

**Education:** Applicable degree/diploma in recreation, activation and/or Gerontology

**Experience:** 2 years' experience working in a recreational environment for seniors  
Experience working with a diverse group of seniors, volunteers and community groups

Strong administrative and computer skills in a Windows Environment  
Strong interpersonal and customer service skills  
Experience in networking; and marketing and development  
A self-starter, well organized reliable individual who is able to work  
Independently as well as in a team  
Open minded, flexible, knowledgeable and respectful in Diversity framework  
Physically able to assist with lifting and moving equipment, tables and chair  
Clean Vulnerable police check

**If you are interested in the above opportunity, please send your resume and cover letter by to [elderhelp@bellnet.ca](mailto:elderhelp@bellnet.ca)**

***We thank all applicants for their interest but we will only contact those for consideration.***