



TOWN OF WASAGA BEACH JOB POSTING Older Adult and Volunteer Programmer (Full Time)

The Town of Wasaga Beach is seeking an energetic and self-motivated individual to perform the duties and responsibilities of the Older Adult and Volunteer Programmer.

General Responsibilities: Reporting to the Recreation and Youth Coordinator the Older Adult and Volunteer Programmer will develop, implement and evaluate volunteer management and recreation programming for older adults. In addition, liaising with community groups, organizations and internal departments following industry best practices for volunteer recruitment, retention and recognition as well as delivering Town endorsed recreation programs.

Qualifications:

- Completion, or currently enrolled in, a post-secondary degree or diploma in Recreation and Leisure Services, Therapeutic Recreation or Sports Administration;
- Minimum (1) year of relevant experience preferred; or significant related experience gained in the field of Recreation;
- Leadership skills with an ability to communicate effectively with all levels of staff, elected official, the business community and general public;
- Excellent analytical, conflict resolution and project/time management skills;
- Able to work as part of a team;
- Strong computer skills utilizing Microsoft Word, Outlook, Excel, PowerPoint and program registration software systems;
- Understanding of social media platforms;
- Ability to work a variety of shifts during the day, evenings, weekends and statutory holidays' and able to assume a flexible work schedule;
- Valid class "G" Ontario driver's license with an appropriate abstract and vulnerable sector criminal reference check.

Annual Salary (40 hours per week): \$51,209.60 - \$59,924.80 (2018 rates)

Interested applicants are invited to apply outlining their qualifications and experience to: Human Resources, 30 Lewis Street, Wasaga Beach, ON, L9Z 1A1. Fax: 705-429-6732 or email at hr@wasagabeach.com until 4:30 p.m. on **April 12, 2019**.

The Town of Wasaga Beach is an equal opportunity employer and is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process, upon request. Please advise the Town of Wasaga Beach Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants who apply for this position, but only those selected for interviews will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, and will be used for the purpose of candidate selection.