



## **Active Living Program Coordinator – Finance**

**Part-Time (21h per week)**

**Compensation \$22.00 hourly**

The Township of Billings is seeking a highly motivated individual to fill the new part time position of Active Living Program Coordinator.

Working under the direction of the CAO/Clerk, the Active Living Coordinator will be responsible for the facilitation, coordination and safe delivery of a creative, innovative and meaningful program including workshops, and social and recreational programming considering the needs of our aging population. The Active Living Program Coordinator will work directly with clients and will also liaise with external referral partners, organizations, volunteers, and care partners.

The ideal candidate will have certification, or a post-secondary diploma or degree in administration, and/or a field involving recreation and leisure studies, therapeutic recreation, kinesiology, gerontology or other related field. The successful candidate will require a Current Standard and/or Emergency First Aid and CPR Certification. Previous experience in program planning, and a valid Food Handlers Certificate will be considered assets:

As part of legislative requirements, all successful candidates must meet the provincial police check and tuberculosis screening requirements as applicable.

A more detailed job description is available by visiting the careers page on our website at [www.billingstwp.ca](http://www.billingstwp.ca) or by contacting Véronique Dion, CAO/Clerk (705) 282-2611 [cao@billingstwp.ca](mailto:cao@billingstwp.ca)

Resumes will be accepted via e-mail or regular mail in confidence to Véronique Dion, CAO/Clerk Township of Billings 15 Old Mill Road, Kagawong ON P0P 1J0 or [cao@billingstwp.ca](mailto:cao@billingstwp.ca) until 12:00 pm, Friday March 28<sup>th</sup>, 2025. Please indicate: Active Living Program Coordinator in the subject line.

Township of Billings thanks all those candidates who submit an application; however, only those individuals identified for an interview will be contacted.

Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990. The Township of Billings is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise if you require accommodation.