



The Township of Billings

Job Description

Position Title:	Active Living Program Coordinator
Department:	Administration
Reporting Relationship:	Reports to CAO/Clerk
Hours of Work:	21 hours per week (Flexible schedule)
Compensation:	This position is dependent on funding \$22.00 per hour

Job Summary:

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.

Duties and Responsibilities

- Develop an adult program, implementing a variety of therapeutic, social and recreational activities for clients.
- Create fun and innovative intergenerational programs involving youth.
- Creating monthly activity calendars and distributing them to clients and their families.
- Plan and implement special events, community-based programs and outings for small and large groups and special events that meet the needs of the community.
- Organize supplies and equipment as needed.
- Ensures that posters, notices, and calendars are up to date, attractively displayed and easy for residents to read.
- Complete and maintain related program records and documentation such as statistics, progress reports, activity plans and client activity profiles.
- Organize meetings and take minutes for the Senior's Advisory Committee.
- Train, supervise, and support program volunteers and contractors assisting with the delivery of social & recreational programs.
- Organize and Attends functions and events in the Parks Centre as required.
- Develop and maintain community partnerships for the delivery of recreational & social programming.
- Attend Council meeting as required.
- Perform other duties consistent with the job classification, as required.
- Work cooperatively and communicate effectively with team members including staff, volunteers and caregivers.
- Ensure the rights and privacy of clients, volunteers and staff are maintained.

- Report all concerns, accidents and incidents to the immediate supervisor for follow up and take appropriate action.
- Understand, adhere to, and enforce Township Policies & Procedures, Confidentiality Guidelines, Emergency Procedures and Health and Safety Standards for all clients and staff.

Work Environment

- Sitting for extended periods
- Standing for extended periods
- Physical activity may be required in various recreation programs.
- Ability to work occasional evening/weekend hours
- Requires physical effort to move/lift chairs, tables and other equipment for activities
- Lifting up to 50 lbs.

Health and safety:

- Assist in providing a clean, healthy, safe environment for the programs and ensure equipment is set up and stored as required.
- Required to obtain Health and Safety Training in accordance with Township policies.

Qualifications:

Education

- Secondary School Diploma
- A post-secondary diploma or degree in one or more of the following fields will be considered an asset:
 - Recreation and leisure studies
 - Therapeutic recreation
 - Kinesiology
 - Gerontology or other related field
 - Health Related Field
 - Personal Fitness Instruction,
 - Music Therapy,
 - Event Planning
 - Training in Alzheimer's disease and other related dementias

Licenses & Certifications

- **Required**
 - Standard First Aid / CPR C / AED required (willing to train)
 - Valid driver's license and proof of insurance.
- **Preferred**
 - A valid Food Handlers Certificate
 - Can-Fit Pro

Skills and Experience

- Strong organization, interpersonal and communication skills (verbal and written)
- Excellent time management skills with the ability to take initiative and prioritize multiple tasks
- Proficient in MS Outlook, Excel, Word,
- Highly organized and able to work independently and as part of a team,
- Must enjoy working with the elderly in a setting that promotes optimum independence, dignity, and respect,
- Must have high energy and a sense of fun,
- Ability to have meaningful engagements with others,
- Previous experience in program planning, documentation, and evaluation required
- Volunteer or work experience in community programs/events
- Demonstrated ability to work cooperatively in a team setting.
- Ability to manage multiple projects in a high-paced environment
- Knowledge of and comfort using online communication platforms (i.e. Zoom, MSTeams)
- Must demonstrate a commitment to customer service when dealing with clients, colleagues, volunteers and other members of the community and public

Other Requirements:

- Must be able to provide a police check with vulnerable sector screen upon hire.

Accommodations

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, candidates who require accommodation throughout the application and/or selection processes may contact the Chief Administrative Officer for assistance.