



LIFE AFTER FIFTY
635 McEwan
Windsor, Ontario N9B 2E9

JOB DESCRIPTION – PROGRAM ASSISTANT

Position: Program Assistant

Status: Regular Part-time (0.8)

Reports to: Program and Wellness Coordinator

Position Summary

The Program Assistant is part of a team that is responsible for the planning, delivery and evaluation of all special events, activity, craft and wellness programs.

Key Responsibilities

1. Assist in Activity Program Development and Delivery

- a) Assist with the planning and organizing of all special events including, but not limited to:
 - i. Better Living Day
 - ii. Bazaar
 - iii. Health and Information Fair
 - iv. Christmas in July
 - v. Jingle Bell Friends
 - vi. Mother's Day Brunch
 - vii. Members' Christmas Party
 - viii. Choir Concert
 - ix. I-Climb
- b) Assist with the planning, implementation and evaluation of activities in partnership with the Program team.
- c) Implement and evaluate schedule of program activities in partnership with the Program team

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- d) Provide class instruction that may include but not limited to fitness and craft classes.
- e) Conduct standardized senior fitness assessments as needed.
- f) Set up and take down for a variety of programs and special events. This includes, but is not limited to: tables and chairs, dividing wall, programming equipment, etc.
- g) Assist with regular quality checks of equipment at both centres prior to use reporting any necessary repairs to the Program and Wellness Coordinator
- h) Contribute to the development of the program activity guide and other program promotion materials
- i) Maintain scheduling in the My Senior Centre program.
- j) Work from all LAF locations, as required.
- k) Maintain positive interaction with the Members
- l) Work within budgetary and service level guidelines as assigned by the Director of Programs and Services.

2. Program and Event Evaluation

- a) Participate in regular programming meetings
- b) Assist with regular program evaluation.
- c) Ensure stats are inputted and accessible for funding reports.
- d) Data entry as required.

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3. Program Leader/Volunteer Liaison

- a) Work directly with the Volunteer Program Leaders to ensure two way communication
- b) Attend Program Leader Meetings
- c) Prepare meeting minutes as required.

4. Special Event/Workshop Bookings

- a) Maintain relationships with renters and other community groups using our rooms to offer programming.
- b) Schedule programming and update My Senior Centre with events.

Qualifications

- Degree or diploma in recreation, creative arts, gerontology, social service work or other related field
- Current registration with a professional college if applicable
- Demonstrated experience working with older adults
- Ability to lead group activities an asset
- Demonstrated experience developing diverse program opportunities
- Excellent verbal and written communication skills
- Proficient in Microsoft Suite programs
- Police clearance required
- Driver's License with access to a reliable vehicle
- Physically able to lift equipment and set up for programming events as required