

JOB DESCRIPTION – PROGRAM SUPPORT



LIFE AFTER FIFTY
635 McEwan, Windsor, Ontario N9B 2E9

JOB DESCRIPTION – PROGRAM SUPPORT

Position: Program Support

Status: Permanent Part-time

Position Summary:

This position is directly responsible for supporting the facilitation of on-site and virtual recreational programs offered by Life After Fifty.

Responsibilities:

1. Work with Program team of staff and volunteers.
2. Foster and maintain positive interactions with members and clients.
3. Direct interaction with members through the delivery of programs.
4. Will provide program planning, delivery of programs and conduct program evaluations.
5. Teach fitness and other classes as required.
6. Work within budgetary and service level guidelines as assigned by the Program Manager.
7. Work at both locations as needed.
8. Work reception desk & provide centre tours as required.
9. Present a positive and encouraging demeanor to members. Maintain client confidentiality and adhere to privacy procedures.
10. Set-up and take down of programs, as required.
11. Will perform Occupational Health & Safety duties as outlined

Qualifications:

- Excellent verbal and written communication skills
- Post-secondary degree or diploma in a related field.
- Fitness certifications considered an asset.
- Demonstrated experience working with older adults.
- Experience using client management databases is considered an asset.
- Proficient in Microsoft Suite programs, especially Outlook, Word and Excel.
- Vulnerable Sector police clearance required.
- Physically able to bend, stretch, push, pull, and lift equipment for programming set-up as required.
- Access to reliable transportation.

Apply: send resume to info@lifeafterfifty.ca.