

King is Hiring
Seniors Programmer
Contract (12 Months)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Heritage and Cultural Supervisor, the Seniors Programmer is responsible for the following:

- Assists the Recreation Coordinator – Seniors and Volunteers to research, develop, implement, supervise and evaluate, 55+ programs, events and other initiatives.
- Inputs seasonal 55+ recreation programs, events and workshops into Xplor Recreation Software and processes recreation registration and membership sales through Xplor.
- Monitors volunteer applications through Xplor and ensure required documentation is submitted by registered volunteers.
- Assists with marketing requests, creation of program descriptions, schedules and materials for marketing materials along with reviewing for accuracy.
- Responsible for maintaining inventory and managing equipment and supplies.
- Makes recommendations on purchasing of items needed for programs while adhering to approved annual budget.
- Conducts regular inventories and inspections of program and kitchen supplies and recreation equipment.
- Provides general administrative duties including answering phone, replying to emails, addressing customer and membership inquiries and provides other general Community Services Department administrative support as assigned.
- Supports the Recreation Coordinator – Seniors and Volunteers in conducting program interest surveys, analyzing results and makes recommendations on program changes and implementation.
- Supports the Age Friendly Community priority and King AFC Steering Committee.
- Identifies and communicates required facility repairs and completes CRM requests for maintenance and repair concerns.
- Supports administration and facilitation of programming in collaboration with the Township and Senior Volunteer Boards.
- Supports recreational program and volunteer instructors with program set up administration.
- Provides excellent customer service to all patrons and user groups.
- Resolves or refers escalated or complex concerns to appropriate staff.
- Informs users of program schedules and supports the promotion of programming.
- When needed, provides coverage at the King City Senior Centre. Roles and responsibilities at this location includes program set up and take down, administrative duties, and general coordination and monitoring of Senior Center programs.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Post-secondary diploma in Recreation or a directly related field.
- Previous experience in seniors programing, recreation programing or facility maintenance is considered an asset.
- Valid Standard First Aid & CPR-C, WHMIS and AODA.
- HIGH FIVE 'Principles of Healthy Aging' Certification (must be willing to obtain upon employment).

- Strong leadership skills.
- Excellent problem-solving skills, with excellent decision-making capabilities.
- Strong organizational skills with the ability to communicate with all levels of staff, stakeholders, and the public.
- A team player with excellent interpersonal skills and the ability to coordinate with other departmental staff.
- Ability to analyze problems, identify alternatives and make recommendations to implement procedures and policies.
- Ability to maintain strict confidentiality and unquestionable integrity.
- Required to submit a vulnerable sector screening.

Conditions of Employment:

- May be required to work some evenings and weekends and at different sites.
- Work involves mental and visual concentration with frequent interruptions.
- Ability to perform strenuous physical activity related to facility set up / tear down is required.
- Must be able to meet set deadlines.
- Must be legally authorized to work in Canada.

Wage Rate: \$20.00 Hourly

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on September 25, 2025**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.