



King is Hiring
Seniors Centre Program and Administrative Assistant
Full-Time, 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 Recreation Coordinator – Seniors and Volunteers the Seniors Centre Program and Administrative Assistant is responsible for the following:

- Manage the secure opening and closing of the King City Senior Centre building, including arming/disarming the facility security system and performing final walkthroughs to secure all exits.
- Physical setup and arrangement of furniture (tables, chairs, etc.) and programming equipment for daily activities, specialized workshops, and social events.
- Regularly checks activity schedule to prepare for Senior Centre programming before each shift.
- Perform cashier duties for program admissions and expenses, memberships, registrations, events and facility booking including recording money received, using a POS system, making change/processing credit/debit card payments and balancing cash.
- Inputs seasonal 55+ recreation programs, events and workshops into Xplor Recreation
- Prepare monthly deposits and completes required documentation
- Provides support for the Booking & Events Coordinator by facilitating one-time bookings for the King City Senior Centre and securing part-time staff to oversee scheduled private rental bookings.
- Compile user statistics and maintain files and records as assigned.
- Follows daily facility maintenance requirements as prepared by supervisor which may include sweeping, dusting, addressing minor spills and/or clean up within the centre's programming areas (program rooms and kitchen).
- Monitors the Seniors Centre and provides excellent customer front line customer service and screening of all facility patrons and user groups.
- Address customer concerns with minimal assistance and escalate issues to Coordinators and Supervisors when appropriate.
- Provides reception services and general information to the public regarding 55+ programs and services, the Township of King, the Community Services department and all programs, registrations, facility bookings, swim and skate times, memberships, community group contacts and refer detailed inquiries to the appropriate staff.
- Provides general administrative duties including answering phone, replying to emails, addressing customer and membership inquires and provide other general Community Services Department administrative support as assigned.
- Assists with communications requests and 55+ marketing with flyers, emailed newsletters, etc.
- Identifies and communicates required facility repairs and completes CRM requests for maintenance and repair concerns.
- Conducts regular inventories and inspections of program and kitchen supplies and recreation equipment.
- Supports facilitation of programming in collaboration with the Township and Seniors Boards
- Supports recreational program instructors with program set up administration
- Informs users of program schedules and supports the promotion of programming
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Previous experience in seniors programming, recreation programming or facility maintenance is considered an asset.
- Valid Standard First Aid & CPR-C, WHMIS and AODA
- HIGH FIVE Principles of Healthy Aging (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.
- 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 per hour

Classification: Contract (12 months), Full Time

Vacancy Disclosure:

This posting is intended to fill an existing vacancy.

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on May 29, 2026**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit king.ca/employment 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.