



Township of Matachewan/Royal Canadian Legion 386

Seniors Active Living Program Coordinator

Part-time (20hr/ Week) Contract Based

The Township of Matachewan is located on the Montreal River in the northwestern part of the District of Timiskaming, Northern Ontario. The Municipality is seeking a highly motivated individual to fill the new part-time position of Program Coordinator, committed to providing an age-friendly community with SALC Programming. reporting to C.A.O/Clerk-Treasurer

The partnership between Royal Canadian Legion Branch 386 and the Township of Matachewan SALC Program Staff will coordinate and facilitate engaging programming for older adults 55+ across the area to enhance community engagement, prevent isolation, and improve the health and wellness of attendees. The Program Coordinator will work with both internal and external stakeholders through program delivery with the goal of building, developing, and maintaining effective client relations and community partnerships

Responsibilities:

- Coordinate and implement ongoing SALC community-based programs and identify opportunities for program improvement and expansion.
- Plan, organize, and facilitate social, recreational, educational, cultural, health and wellness, and exercise-based programming both in-person and virtually, including evaluating program delivery, effectiveness, and viability in the Township of Matachewan and communities in the district.

Education and Experience:

- Post secondary education is preferred
- Book-keeping and financial management experience is an asset.
- Develop program marketing, communication, and promotion plans to recruit new members
- Organize and coordinate educational workshops, recruiting local community presenters.
- Partner with local groups and align programs with senior serving organizations
- Knowledge of Microsoft Word, Microsoft Excel, PowerPoint, and Video technology i.e. Zoom/Teams, and social media
- Customer Service, and/or service experience with older adults and seniors is an asset
- Bilinguals would be an asset
- Ensure all programs comply with Accessibility for Ontarians with Disability Act (AODA) requirements.
- Vulnerable Sector Check (VSC)

Requirements:

- Team player who can work independently and collaboratively with others.
- Self-motivated and willing to go above and beyond for members.
- Strong interpersonal and communication skills sets (written & verbal).
- Able to engage members and community partners in a friendly and professional manner while actively listening to their questions and requests for information.
- Ability to prioritize tasks and maintain an upbeat attitude.
- Desire to learn and grow professionally.
- The position will require weekend work
- Flexible program hours may include evenings and weekends from time to time
- Valid Ontario Drivers Licence and the ability to Travel
- First aid CPR would be an asset

Part-time: 20 hours per week Salary Range: \$20.00/hr Based on SALC Funding and Contract.
Posted Date: April 23, 2025 Deadline for applications: May 23, 2025

The complete job description can be found at <https://www.matachewan.com>
Interested applicants should submit a cover letter and resume to the undersigned.

Township of Matachewan
Box 177
283 Moyneur Avenue
Matachewan, ON P0K 1M0
Attn: Cheryl Swanson, CAO/Clerk-Treasurer,
clerktreasurer@matachewan.ca / 705-565-2274

The information collected will be used solely for the purpose of candidate selection, in accordance with MFIPPA.
We are an equal-opportunity employer.

We thank all who apply and advise that only those selected for further consideration will be contacted.