MUNICIPALITY OF
GREENSTONE

EXTERNAL JOB POSTING COMSER-26-87

Community Services Department

Seniors Active Living Centre Coordinator - Geraldton

Date Posted: November 20, 2026 Job Type: Casual

Current Job Description Applies CUPE LOCAL 3045 Rate of Pay: $32.87/hr

GENERAL

The Municipality of Greenstone Community Services Department requires a Casual **Elderly Persons Centre Coordinator** to replace regularly scheduled staff who are absent due to illness, vacation, etc.

QUALIFICATIONS

- Minimum Gerontology Diploma or a 2-year college diploma in a Human Services Program.
- An equivalent combination of education, training and experience may be considered.
- Vulnerable Sector Criminal Record Check.
- Current First Aid and CPR.
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.
- Demonstrated commitment to personal and professional development.
- Proven planning and organizational skills.
- Effective time management skills.
- Experience in delivering programming to seniors.
- Ability to facilitate programming in person and via a telephone-based and virtual model.
- A valid Driver's License.

REPORTING RELATIONSHIP

- Report to the Director of Community Services or Designate

DUTIES AND RESPONSIBILITIES

- Facilitate programming for seniors via a telephone-based and virtual model.
- Facilitate in person programming to seniors in Longlac at the Longlac Seniors Club.
- Engage volunteers, community organizations, and presenters to provide programming.
- Monthly communication of programming to seniors.
- Register seniors for programming.
- Keep and provide statistics of the number of seniors utilizing services.
- Work within established policies and procedures as outlined by the Seniors Active Living Centres Program and the Municipality of Greenstone.
- Assist in preparing grant applications, facilitating events/programming from grant monies and providing appropriate reports and statistical collection for the grants.

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

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HOURS OF WORK

- Hours vary depending upon absences of full-time and part-time staff
- There are no guaranteed hours of work

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on December 4, 2026 to:

Al Gordon, Director of Human Resources
Municipality of Greenstone Administration Office
PO Box 70, 1800 Main Street
Geraldton ON P0T 1M0

Email: al.gordon@greenstone.ca
Fax: (807) 854-1947

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