

**TOWNSHIP OF NORTH HURON  
POSITION PROFILE**

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**Position Title:** **SENIORS ACTIVE LIVING COORDINATOR**  
**Department:** **RECREATION & CHILDREN'S SERVICES DEPARTMENT**  
**Report to Title:** **DIRECTOR OF RECREATION & CHILDREN'S SERVICES**  
**Revised:** **April 2025**

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Pay Range:	<b>Band 6</b>
Position status:	<b>Part time employee</b>
Pay method:	<b>Hourly</b>
Normal workweek:	<b>15-20 hours/week</b>
Hours over 37.5 to 40.0 hours in a week:	<b>Paid at straight time</b>
Overtime greater than 40.0 hours in a week:	<b>Paid at time &amp; half</b>
Location:	<b>North Huron Recreation Office</b>

**A – POSITION DESCRIPTION**

**1. Scope of Position:**

The Seniors Active Living Centre (SALC) Coordinator is responsible for overseeing the delivery of dedicated older-adult recreation, leisure, sport and fitness programs in the Township of North Huron. The SALC Coordinator is also responsible for maintaining relationships and connections with other service providers, be a staff liaison to the Seniors Advisory Committee, to develop an age-friendly strategy and to advertise and market the Township' services to older adults.

The SALC Coordinator directly supervises part-time staff, and older adult program volunteers.

The SALC Coordinator reports to the Director of Recreation & Children's Services.

**2. Key Responsibilities**

- (a) Assists the Director of Recreation & Children's Services with developing short- and long-range operating plans and strategies for the delivery of dedicated older-adult recreation, leisure, sport and fitness programs for the Township of North Huron.
- (b) Plans, develops, implements, monitors and evaluates a variety of recreation, leisure, sport and fitness programs and activities for older adults and seniors in the Township.

- (c) Ensures the dedicated older-adult recreation, leisure, sport and fitness programs run efficiently, effectively and in accordance with the North Huron approved policies and procedures and comply with relevant Provincial legislation.
  - (d) Staff liaison to the Seniors Advisory Committee
  - (e) Responsible to develop, implement and monitor the age-friendly strategy for the Township of North Huron.
  - (f) Recruits, screens, hires, trains, schedules, supervises and evaluates the performance of part-time staff and volunteers in accordance with Township policies and procedures. Ensures staff have the required training and certification to perform assigned tasks and comply with relevant legislation and Occupational Health and Safety requirements.
  - (g) Develops Expressions of Interest (EOI) and Requests for Proposal (RFP) to meet some of the program delivery needs of older adult services. Evaluates submissions, communicates with the successful and unsuccessful applicants and oversees the delivery of the program.
  - (h) Assists the Director of Recreation & Children's Services with the preparation of the annual operating budget for the SALC Programs. Approves and monitors expenditures. Operates within budget guidelines, policies and procedures to meet the goals and objectives approved by Council.
  - (i) Assists the Director of Recreation & Children's Services with the annual application and reporting to the Ministry as it relates to the SALC funding.
  - (j) Collects, records and maintains all relevant data associated with SALC programs, and facility usage. Prepares quarterly statistical reports.
  - (k) Ensures programs and activities are offered in a clean and safe environment in compliance with the Ontario Health Regulations. Enforces the Township of North Huron Health and Safety policies and procedures.
  - (l) Responds to customer service issues, concerns and/or complaints in a timely and professional manner. Works with program supervisors, facility lead hands and/or the Director to address those concerns.
  - (m) Assists with the development and implementation of various marketing campaigns as it relates to older-adults, including, but not limited to, the North Huron Recreation Guide.
  - (n) Develops and maintains an effective and cooperative working relationship with internal and external stakeholders for the promotion and support of older adult recreation, leisure and fitness programs and services offered in the community.
  - (o) Maintains knowledge and ensures compliance with all applicable Federal and Provincial legislation, municipal by-laws, policies and procedures.
  - (p) Performs other duties as assigned by the Director of Recreation & Children's Services.
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### 3. Key Relationships

#### **Internal**

*Director of Recreation and Children's Services:*

- Daily interaction re: Administration, Recreation & Leisure programs and staff issues.

*Facility Supervisors/Aquatic Coordinator/Lead Hands:*

- Daily interaction re: Facility and program administration/memberships; coordination of administrative support, recreation & leisure program needs, facility bookings, customer needs, customer complaints.

*Community Engagement Coordinator, Program Staff and Volunteers:*

- Weekly interaction regarding program administration, marketing issues, complaints, feedback

#### **External**

##### *Public*

- Daily re: programs and activities, responding to complaints/issues,

##### *Community Groups*

- Daily/Monthly re: facility usage, accounts receivable, response to concerns and issues

*Township Contractors and/or Suppliers:*

- Monthly re: program supplies, use of facilities, arrange for equipment repair, service, etc.

*Contractors, Suppliers and Other Professionals:*

- As required

**Strong interpersonal skills and communication skills are essential to perform this position competently.**

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### 4. Decision Making Authority and Judgement Used

The Seniors Active Living Coordinator (SALC) is responsible for all dedicated older-adult Recreation, Leisure & Fitness Programs delivered by the Township of North Huron. The Director of Recreation and Children's Services develops the strategies for the Recreation & Children's Services department but delegates the delivery of older adult recreation, leisure, sport and fitness programs to the SALC Coordinator.

The SALC Coordinator makes joint decisions with the Director of Recreation and Children's Services within the framework of the Township's policies and procedures as determined by the by-laws of the Township, Director and Council.

The SALC Coordinator is encouraged to make recommendations to the Director of Recreation & Children's Services for improving the efficiency and effectiveness of their duties and the administration of the department.

Judgement is required to:

- Assign and prioritize the many projects and tasks in process at any time and ensure all programs are successful
- Ensure staff meet assigned deadlines
- Ensure the older adult recreation, leisure, sport and fitness programs are offered in a safe and supportive environment particularly when dealing with individuals from the vulnerable sector.
- Hire, schedule, train and supervise the staff and volunteers required to ensure programs, activities and special events are successful.
- Ensure policies and procedures are adhered to
- Mentor and provide technical guidance and assistance to program staff and volunteers
- Deal with members of the public

## 5. Problem Solving Responsibility

The SALC Coordinator is responsible for the safety of older adult clients and staff participating in Recreation, Leisure, Sport & Fitness Programs. The SALC Coordinator ensures that the instructors and/or leaders are properly trained and/or certified to operate programs; facilities and equipment are safe for use and are in good working order before allowing programs and/or services to begin. If an issue is found, the SALC Coordinator must determine the appropriate course of action to be taken.

The SALC Coordinator makes decisions for the Township with respect to the implementation of policies and procedures to meet the Ministry guidelines, establish emergency procedures for onsite and satellite program locations. Policy decisions and day to day decisions are made to ensure adequate and appropriate program supervision.

The SALC Coordinator is responsible for resolving customer service issues or concerns. They work with the appropriate manager and/or supervisor to resolve the issues/complaints.

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## B – POSITION SPECIFICATIONS

**The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously. For example, a person may not possess the minimum designation or degree but have compensating work experience.**

### 1. Formal Education and Training

*Minimum degree required:* Post-Secondary Education (University Degree / College Diploma) in Recreation and Leisure Services or a related discipline; Current First Aid and CPR; Valid Ontario Class G license and Current Vulnerable Persons Police Records Check.

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### 2. Work Experience

Experience as a recreation supervisor

### Minimum Years Required

Three

Experience as a recreation programmer	Two
Experience in recreation for older adults	Three
Experience in volunteer management	Recommended
Experience in a municipal recreation dept.	Recommended
Experience working with recreation software (Class, Legend, etc.)	Two
Experience using Microsoft Office (Word, Excel, PowerPoint)	Two

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### 3. **Other Key Skills**

- Strong supervisory skills and proven leadership ability
  - Excellent interpersonal skills
  - Excellent oral and written communication skills
  - Advanced time management and organizational skills
  - Self-motivated and be able to work with minimum supervision
  - Superior customer service skills
  - Good computer skills
  - Must be able to multi-task and work in fast paced environment
  - Work well under pressure and meet tight deadlines
  - Thorough knowledge of applicable provincial/federal legislation, health and safety regulations
  - Valid drivers' license
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## **C – POSITION CHARACTERISTICS**

### **1. Impact and Accountabilities**

The SALC Coordinator is responsible to the Director of Recreation & Children's Services for the older adult Recreation, Leisure, Sport & Fitness Programs provided by the Township of North Huron.

The SALC Coordinator works independently with minimum supervision.

A person performing this position competently can promote a professional image of the recreation department and acquire successful results for the utilization and image of the recreation and community services department.

If the SALC Coordinator is not able to keep up with the workload program delivery would be affected which may impact the SALC grant. Delays in contract administration would result in poor risk management and result in the Township being placed in a liable situation; failing to fulfill accounts receivable functions could have a financial impact on the municipality. Errors, omissions, mistakes made by this position could have a negative impact on the public relations of the Township in general.

This position has some budget responsibility.

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### **2. Supervisory Responsibility**

Directly supervises recreation and leisure program staff, Fitness Instructors, and volunteers.

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## **D – WORKING CONDITIONS**

### **1. Physical Effort and Environment**

Work is generally conducted in an office environment; programming offered at satellite locations requires periodic onsite supervision for inspections, as well as staff and program evaluation; seasonal programming offered at outdoor locations requires the Supervisor to travel to other sites 2-3 times per month; access to reliable transportation is required.

The SALC Coordinator may have to attend evening meetings and/or special events on weekends and/or statutory holidays.

There is some exposure to criticism from the public.

Required to balance priorities, verbally communicate to exchange information, deal with constant interruptions and changing demands during the course of a workday; wide variety of tasks requiring ability to manage multiple projects; while maintaining a pleasant, professional and positive demeanor.

The clerical assignments require many hours sitting at a computer screen. Requires manual dexterity to operate computer keyboard and other office equipment.

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## **2. Mental Effort**

The mental strain resulting from the work of the SALC Coordinator is constant. While completing assignments, the SALC Coordinator is often interrupted to address issues and concerns. The volume of work is considerable. Many tight deadlines must be met. Personnel management and conflict resolution when dealing with the public will cause some mental strain. Work involves mental and visual concentration with frequent interruptions.

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