

## **Seniors Programs and Services Administration Assistant**

### Purpose of Position:

- To lend support to the Seniors Programs and Services Team in areas of copying, filing, managing documentation, recording program information and reaching out to program participants through reminder calls for upcoming programs.

### Qualifications:

- Enthusiastic about Seniors Programs and Services
- Working knowledge of Microsoft Word, Publisher, and Excel an asset.
- Compassion, active listening and patience towards the population we serve
- Respectful, knowledgeable and sensitive to the populations we serve
- Sign oath of confidentiality
- Willingness to complete a Vulnerable Sector Police Check
- Ability to work independently and as part of a team
- Professional presentation is a must

### Roles and Responsibilities:

1. Assist with program registration. Including registration phone calls and list of participants.
2. Assist with program outreach through phone calls.
3. Development of promotional materials as related to community programs.
4. Assist with monthly volunteer recognition and appreciation eg. Newsletter, birthday cards, posters.

### Orientation and Training:

1. Initial orientation to agency and program
2. On the job training provided
3. Additional training workshops are offered as needs and opportunities are identified

Time: Flexible

Location: Seniors Programs and Services office, 169 Pine Street, Bracebridge, ON

Commitment: Flexible

Supervisor: Jenn Middleton, Program Information Coordinator  
The District Municipality of Muskoka  
705-645-2412 ext.4480  
jennifer.middleton@muskoka.on.ca

### Benefits:

- Sense of purpose in helping others
- Formal and ongoing recognition

