

Job Advertisement

Job title: Active Aging Project Coordinator

Terms of Employment: Part time: July to September at 8hrs/week
September to March at 5hrs/week

Salary: \$15/hr

Start date: July 10, 2017

Location: 1090 Greene Avenue, Westmount

Duties:

The project coordinator will be in charge of coordinating and implementing a senior's fitness program. Their duties will include:

- Recruiting volunteers to form an advisory committee
- Creating and circulating a survey to assess the needs of the community
- Developing a marketing campaign
- Recruiting facilitators to run twice weekly classes
- Assessing the needs of the classes and purchasing the appropriate equipment
- Monitoring the success of the classes and administering regular evaluations
- Preparing a final report

Skills required:

Education: Completion of a post-secondary program in a relevant field or equivalent experience.

Age: Must be 18 years or older

Languages: English and French spoken

Essential Skills: High proficiency in Microsoft Office, especially Word and Excel, customer service, problem solving skills, ability to multi-task and to be self-motivated, punctual, mature, and autonomous.

Security and safety: Employees are subject to a criminal record verification

Work setting:

The Greene Avenue Community Centre (Centre Greene) is an independent, not-for-profit community organization dedicated to providing quality recreational, social and cultural services to the community at large regardless of gender, age, race, ethnic group, ability or socio-economic status. Our success depends on volunteer help and financial support from outside sources.

Application Procedure:

Please submit a cover letter and cv by email to the attention of Beth Symansky at beth@centregreene.org. Only shortlisted candidates will be contacted.

Centre Greene is an equal opportunities employer.