



Employment Opportunity  
Program Assistant (Part-Time)  
Golden Age Activity Centre

As an employee of Renfrew and Area Seniors' Home Support Inc., the Program Assistant would work collaboratively with the Golden Age Activity Centre Program Coordinator and report to the Executive Director.

**Job Function:**

To support the daily activities at the Centre, assisting Centre staff by supporting program and activities for the membership, assisting with special events including fundraising, presentations and information sessions that may require food preparation, food service, decorating and clean-up, completing special projects, overseeing the education and onboarding for our Links2wellbeing Social Prescribing Program and other duties as assigned.

**Qualifications:**

- High School Diploma.
- Previous work experience with seniors.
- Demonstrates excellent interpersonal skills, written and verbal communication skills.
- Proficiency with Microsoft Office Suite and data entry.
- Food Safety Awareness program recognized by the Renfrew County and District Health Unit.
- Able to work collaboratively and independently when necessary.
- Driver's Licence.

**Direct Service Provision:**

- Assist with organizing programming for older adults' including social, recreational and education based.
- Assist volunteers in carrying out their duties. Provide support and guidance to volunteers.
- Assist with preparation of programs and facilitate when necessary.
- Assist with preparation of special events such as set up and take down, decorating, food service, cleaning and other duties as required.
- Maintain confidentiality and protect members' rights.
- Ensures health and safety of members and volunteers.
- Purchase supplies required for programs and fundraising activities as directed by Program Coordinator.
- Provide coverage at the Centre for Vacation and Sick Time.
- Relay member concerns to the Program Coordinator.

**Hours of work:**

Monday to Friday  
11:00am to 2:00pm

**Rate of pay:**

\$18.00 per hour or \$14,040.00 per year

Renfrew and Area Seniors' Home Support is committed to equality in employment and will provide accommodation for the interview when requested. Please note that no phone enquiries will be accepted and only those selected for an interview will be contacted.

Interested candidates are asked to submit their cover letter and resume by Tuesday, May 14<sup>th</sup>, 2024, at 4:00 p.m. to [dennis@renfrehomesupport.ca](mailto:dennis@renfrehomesupport.ca) or mail to;

Renfrew and Area Seniors' Home Support Inc.  
Dennis Harrington, Executive Director  
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