



The Corporation of the Township of Uxbridge Employment Opportunity

Administrative Assistant (Community Services) – Part-Time, 12 Month Contract, Uxbridge Seniors Centre

The Township of Uxbridge is seeking a highly organized and detail-oriented Administrative Assistant to support the Community Services Department with the daily operations of the Uxbridge Seniors Centre. Reporting to the Coordinator of Facilities and Advertising, this part-time (12 hours per week) role will focus on providing administrative support, assisting with facility bookings, preparing reports, and maintaining accurate records. The Administrative Assistant will also work closely with the Uxbridge Seniors Citizens Club (USCC), assisting with their operations to ensure a safe and welcoming environment tailored to the needs of seniors.

Duties and Responsibilities:

- Provide administrative support to the Community Services Department, including document preparation, data entry, and report generation.
- Assist with facility bookings, ensuring scheduling and usage records are accurately maintained.
- Maintain records of participation, incidents, and feedback for the Uxbridge Seniors Centre, ensuring proper documentation of senior programs and activities.
- Prepare reports and communications for internal stakeholders and external organizations.
- Support marketing efforts by assisting with flyers, newsletters, and digital updates to promote programs and services.
- Help coordinate logistics for events and programming, including scheduling and material preparation.
- Respond to inquiries from seniors, volunteers, and community members, ensuring clear and helpful communication.
- Assist with the recruitment and training process for facility and program volunteers.
- Assist in building and maintaining relationships with local organizations, ensuring a strong support network for seniors.
- Collaborate with the USCC to help organize, develop, and implement programs and activities tailored to seniors' needs and interests.
- Assist with the set-up and takedown of events and programming as required.
- Explore and assist in new opportunities for collaboration and senior-focused programming within the community.
- Perform other general administrative tasks as assigned.



Skills and Qualifications:

- Post-secondary education in Office Administration, Community Services, Recreation Management, or a related field.
- Experience in an administrative role or community service environment is an asset.
- Knowledge of volunteer management; including recruiting, training, supervising, and proper scheduling is an asset.
- Strong organizational, time-management, and multitasking skills.
- Excellent communication (written and verbal) and interpersonal abilities.
- Strong computer literacy, proficient in MS Office applications (Word, Excel, PowerPoint, and Outlook).
- Ability to work independently and as part of a team.
- Strong attention to detail and problem-solving skills.
- Understanding of the interests and challenges of seniors, and the ability to adapt programming to meet their diverse needs and preferences.
- Passion for helping seniors and contributing to a positive community environment.
- Ability to lift/move 10-20 lbs to assist with programming set up/take down requirements.

Hourly Rate: \$24.27-\$28.39 (Grade 6)

Hours of Work: 12 hours per week (i.e. 10:00am – 1:00pm, Monday – Thursday)

Location: Uxbridge Seniors Centre (75 Marietta St, Uxbridge, L9P 1J5)

If you are interested in joining our team, please forward your resume and detailed cover letter by **Tuesday, March 11 at 4:00pm** to:

Hunter Gardner, Manager of Arena and Recreation
Township of Uxbridge
P.O. Box 190
51 Toronto Street South
Uxbridge, On L9P 1T1
email: hgardner@uxbridge.ca
telephone: (905) 852-9181 (ext. 504)

We thank all applicants for their interest, however only those being considered for an interview will be contacted.



The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario *Human Rights Code*. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

If you require accommodation at any time throughout the employment activities process, please contact us at: 905-852-9181 ext. 209, accessibility@uxbridge.ca or by visiting www.uxbridge.ca and we will make every effort to provide appropriate assistance pursuant to the Township of Uxbridge Employment Activities Accommodation policy.