



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Employment Opportunities

Corporate Services

Division of Human Resources

Program Leader

Permanent, Part-Time
\$15.50 - \$17.11 per hour

Please note that the start date for this position may be subject to the provincial government's pandemic mandates.

The Town of Aurora is currently seeking dynamic, enthusiastic, customer service oriented individuals for the part-time position of Program Leader. Under the guidance of a full time Program Coordinator, the Program Leader will be responsible for supervising various registered and drop-in programs for participants of all ages and abilities (preschool to older adult). Facilitation of recreation programs, including assisting with program research and development, lesson planning, and program delivery will be required. The successful incumbent(s) will ensure instruction is inclusive; they will be able to adapt and modify programming for all skill levels, and ensure a safe environment for all participants. This role includes associated parent/guardian liaison, public relations and customer service duties.

To be considered for this position, you will have experience working with preschool, children, youth, adults and older adults in a recreational setting, including babysitting, coaching or other Leadership programs such as Leaders in Training/ Counsellor in Training or Babysitter's Training. You have creative program instruction/delivery skills, good interpersonal, organizational and supervisory skills. You must possess a valid Standard First Aid with CPR-C certificate and have the availability to work flexible hours including daytime, evenings, weekends and holidays.

Successful applicants to this position will be required to provide a **Police Vulnerable Sector Check** that is satisfactory to the Town prior to their start date at the applicants own cost.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **January 28, 2022** quoting the job title and reference number **22-11**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Posting date: January 17, 2022
Job ID: #22-11