



Job Posting

Active Living Assistant (Thorndale)

(Regular Full Time)

Company Description:

Thames Centre, nestled in the heart of southwestern Ontario, is a vibrant community on the eastern edge of Middlesex County and the City of London. Our unique mix of urban and rural living fosters strong community connections, top-notch services, and responsible leadership. Residents enjoy breathtaking natural landscapes, open spaces, and access to state-of-the-art recreation facilities, and outstanding local amenities. Thames Centre has been recognized as one of the Best Places to Work in Southwestern Ontario!

Job Description:

Under the direction of the Active Living Coordinator the Active Living Assistant plans, organizes, and implements recreational programs to service the needs and interests of older adults in the community with the goals and objectives of the Senior Centre.

Responsibilities:

- Assist with planning, organizing, and implementing social and recreational programs that provide equal opportunity for all participants, including meals, bus trips, special events, and community activities.
- Evaluate programs through verbal communication or written reports to the Active Living Coordinator.
- Assist with ongoing program development and monitoring program participation, registrations, evaluations, and statistics.
- Work collaboratively with staff, volunteers, and community partners to ensure the smooth and effective operation of the Active Living Centre.
- Act as a resource to participants, instructors, volunteers, and the general public.
- Maintain program records and administrative supplies.
- Assist with preparing promotional materials, including brochures, newsletters, emails, and posters.

- Assist with grant applications, fundraising initiatives, and presentations to community groups on senior-related issues.
- Assist with developing volunteer policies, procedures, and task descriptions.
- Implement policies and procedures that support the efficient operation of the Centre.
- Answer phones, process registrations and bookings, and provide facility tours.
- Monitor and report unsafe conditions to the Active Living Coordinator.
- Administer first aid for minor injuries.
- Ensure activities are delivered in accordance with established policies, procedures, and safety standards.
- Other duties as assigned.

Note: All activities are expected to be performed safely, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

Qualifications/Experience or Skills

- 2-year College Diploma in Recreation and Leisure Services or related discipline.
- Current First Aid and C.P.R certification required.
- Additional training, certification, or coursework in any of the following areas would be considered an asset:
 - Dementia Training
 - Fitness Instructor Training
 - Food Handlers Certificate
 - Art Courses
 - Music/Dance Training
- A minimum of one (1) year of experience planning and delivering recreation, wellness, leisure or social programs, preferably within a municipal or public sector programming.
- Experience working with older adults or seniors, ideally in community recreation, retirement living, long-term care, adult day programs, seniors' centres, or health and wellness settings is an asset.
- Knowledge of aging, dementia, accessibility, inclusion, and healthy aging principles is preferred.
- Demonstrated proficiency in Microsoft Office Suite, including MS Word and MS Excel is required.
- Ability to use publishing, graphics or electronic form generation software is a definite asset.
- Good interpersonal skills, ability to communicate effectively and to maintain harmonious working relationship with others.
- Must be a self-starter and be able to work independently with little supervision.

Physical Effort and Working Conditions:

- Primarily indoor work environment.
- Frequent sitting, walking, moderate lifting/carrying, pushing/pulling, bending/crouching, climbing, manual dexterity, repetitive motions, and visual concentration.
- Regular contact with the public, staff, and other departments.

Position Details:

Primary Work Location: Thorndale Lions Community Centre, 265 Queen Street, Thorndale

Employment Classification: Regular Full Time

Pay Rate: \$29.50 - \$33.20 per hour

Hours of Work per Week: 35 hours per week

Schedule of Work: 8:30 am – 4:30 pm Monday through Friday

Anticipated Start Date: as soon as possible

Current Status of Positions: vacant

Recruitment Reference #: 2026-27

Ready to Apply?

Interested applicants are invited to submit a resume and cover letter before **4:00 p.m.** on **Monday August 31, 2026**, indicating “**Active Living Assistant – 2026-27**” in the subject line. Applications should be directed to:

Cindy Barwick, Human Resources Advisor
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON, N0L 1G3
Email: cbarwick@thamescentre.on.ca

While verification of credentials are not required for the interview, they may be mandatory as a condition of employment.

Artificial Intelligence will not be utilized in this recruitment process.

The Municipality of Thames Centre is an equal opportunity employer and is committed to an inclusive recruitment and selection processes. If you are contacted for interview, please advise us of any accommodations needed to ensure your access to a fair and equitable process. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.