



Township of Whitewater Region

EMPLOYMENT OPPORTUNITY

Located within the scenic Ottawa Valley and bordered by the Ottawa River, the Township of Whitewater Region is a dynamic place to live, work and play. Known worldwide for whitewater rafting and kayaking, we offer a variety of year-round activities such as golfing, snowmobiling, camping, biking, boating, fishing and cross-country skiing. From our vast acres of farmland to our small, unique hamlets and villages to our wide expanses of water, the Township of Whitewater Region invites everyone to experience rural and urban life in perfect harmony.

Seniors Liaison Assistant

The Seniors Liaison Assistant provides excellent customer service and administrative support to the Whitewater Region Home Support and Active Living initiative(s).

Essential Functions

1. Provides excellent customer service and acts as an ambassador for the Township of Whitewater Region.
2. Coordinates programming and events in Township and partner facilities.
3. Assists with operational support, general home support and active living responsibilities, including the preparation of schedules, minutes, agendas, posters, pamphlets, etc.

Position Qualifications:

- Grade 12 or equivalent.
- Previous recreation, social services, events planning, volunteer management and office administration experience preferred.
- Demonstrated customer service excellence.
- Computer proficiency and attention to detail.
- Strong interpersonal skills as well as the ability to work independently.
- Ability to deal with the public in a calm, professional manner is essential.
- Experience working with volunteers, seniors and adults with disabilities, and with community social and health services.
- Ability to problem solve, identify tasks, and delegate to volunteers.
- Driver's license in good standing. Access to a personal vehicle.
- Vulnerable Sector Clearance required.
- Awareness of community resources.

Compensation (2024): \$20.78 per hour - 14 hours per week.

Please forward your detailed resume with covering letter (in MS Word or pdf format), referencing "Seniors Liaison Assistant" to Human Resources at jobs@whitewaterregion.ca.

Application Deadline: Wednesday, October 9, 2024, by 2:00 p.m.

For a full job description, please visit our website www.whitewaterregion.ca.

The Township is committed to providing a barrier free workplace. If accommodation is required during the selection or interview process, it will be available upon request. This job posting is available in an accessible format upon request. We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used for the purpose of candidate selection.