



Program Assistant – Seniors (HS 50+ Centre)

Canada Summer Jobs Position

Monday to Friday, 30 hours /week

9 weeks contract with the potential for permanent part-time hours

Wage \$17.55 per hour

The successful candidate(s) for this position will possess the following qualifications:

- ❖ Recreation and Leisure diploma or related field (or in progress)
- ❖ Fitness & Health Diploma or related field (or in progress)
- ❖ Experience and/or interest working with Older Adults
- ❖ Ability to perform reception duties
- ❖ Current First Aid & C.P.R certification **required**
- ❖ Current Vulnerable Sector Police Clearance issued by local police station is **required**
- ❖ Administrative and Computer skills including Microsoft programs
- ❖ Experience planning programs and building a positive rapport with participants
- ❖ Tentative start date: **May 20th, 2024**

To be eligible for Canada Summer Jobs Positions, students must:

- a) Be between 15 and 30 years of age (inclusive) at the start of employment;
 - (b) Be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
 - (c) Legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- *International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents

Please email your cover letter, resume, and references to the following by May 3rd, 2024:

Human Resources

BGC London

E-mail: hr@bgclondon.ca

INCLUDE JOB TITLE IN YOUR APPLICATION

No phone calls please

BGC London (BGCL/the “Club”) is an equal opportunity organization and welcomes and encourages applications from people of all gender identities including people of visible minorities, Indigenous peoples and people with disabilities.

Accommodations are available on request from candidates taking part in all aspects of the selection process.

We welcome all resumes but only those granted an interview will be contacted.