

Job Posting – Program Coordinator

The mission of the DDO Seniors Club is to offer a dynamic and enjoyable recreation program that promotes the physical, social, and intellectual well-being of seniors aged 55 and over.

Job Title:	Program Coordinator
Position type:	Full-time permanent position (35 hours/week)
Immediate Supervisor:	Managing Director
Schedule:	Monday to Friday

Job Summary

Under the supervision of the Executive Director of the DDO Seniors Club, the incumbent is responsible for planning, coordinating, and implementing the programs, activities, and services offered to members.

They ensure a high-quality participant experience by fostering a dynamic, inclusive, and safe environment. The role involves close collaboration with volunteers, instructors, partners, and the administrative team to support the Club's mission and encourage seniors' participation.

This position combines program coordination, member services, volunteer support, activity organization, and contribution to the development of community initiatives.

Main Responsibilities :

Program and Activity Coordination

- Plan, organize, and coordinate the Club's courses, activities, and programs
- Contribute to the development of the annual program schedule
- Manage activity and instructor schedules, room bookings, registrations, and participant lists
- Oversee logistics and ensure the smooth running of activities and special events
- Contribute to the ongoing improvement of programs
- Support the administrative management of activities and events

Volunteer and Instructor Support

- Support and assist volunteers in the organization of activities
- Coordinate instructor schedules and ensure follow-up on any changes
- Maintain clear and professional communication with instructors and volunteers
- Foster a collaborative and respectful working environment

Member Services and Communication

- Provide professional, warm, and efficient customer service
- Respond to member inquiries (email, phone, and in person)
- Assist in drafting and sending communications
- Support the dissemination of information related to activities and events

General Support

- Support the administrative management of programs and activities
- Maintain and update records, documents, and participant lists
- Assist with day-to-day operational tasks as needed
- Perform any other related duties as assigned

Qualifications and Skills

- A bachelor's degree in a relevant field such as administration, event management, recreation, project management, or a related field
- Minimum of 5 years of experience in a relevant field
- Fully bilingual (French and English – spoken and written)
- Comfortable with Microsoft Office and registration systems (Sport-Plus is an asset)
- Strong customer service mindset and excellent interpersonal skills
- Excellent communication and organizational skills
- Attention to detail and strong organizational abilities
- Reliable, professional, and adaptable

HOW TO APPLY :

Please send your CV and cover letter to apetkova@ddo.qc.ca

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted. We look forward to receiving your application!