



REPORT

Recreation Programs, Culture and Tourism

TO: Finance and Emergency Services Committee

FROM: Hunter Gardner, Arena and Recreation Manager

DATE: February 10, 2025

REPORT: RC-01/25 **FILE NO.**

SUBJECT: Part-Time Administrative Assistant, Community Services

BACKGROUND:

The Uxbridge Seniors Centre serves as a central hub for social, recreational, and wellness programs for seniors in our community. With the growing senior population and increasing demand for services, there is a need for additional dedicated staffing to ensure that the Centre operates efficiently and effectively. As such, the Community Services Department is seeking to hire a part-time administrative assistant for the purpose of seniors' engagement, on an initial one-year pilot term.

This position will focus on assisting with the coordination of programs, managing volunteers, ensuring the Centre's environment is welcoming and safe, and strengthening partnerships with local organizations. Because this position will directly benefit the Uxbridge Seniors Citizens Club (the largest tenant and user of the facility), the Uxbridge Seniors Citizens Club Executive has committed to covering 50% of the position's wage, which will reduce the financial impact on the Township.

This position and partnership will be a pilot for a one-year term to determine feasibility and sustainability. Upon conclusion, a report will be brought forward with results.

DISCUSSION:

The admin assistant will be a Township of Uxbridge employee and serve as the central point of contact for all activities at the Centre. They will oversee program scheduling, volunteer coordination, and provide valuable administrative support. In addition, the

admin assistant will work closely with the Uxbridge Seniors Citizen Club (USCC) to ensure that the programs offered align with the interests and needs of the senior community, fostering greater social engagement and well-being. Given the nature of the work and the increased focus on volunteer-based programming, the admin assistant will also play an important role in recruiting, training, and supervising volunteers to assist with events and activities.

Additionally, the admin assistant will be responsible for monitoring the effectiveness of programs and collecting feedback to continually improve service delivery. They will help ensure that the Centre remains a safe, welcoming space, while also promoting its offerings within the community. This position is crucial to meet the growing demand for senior services and will provide the oversight necessary to keep the Centre operating smoothly and effectively.

The partnership between the Township of Uxbridge and the USCC is essential to the success of the Centre. By working together, we can combine resources, expertise, and community knowledge to create a robust and effective support system for seniors. This collaboration not only strengthens the delivery of services and programming but also ensures that the Centre remains a responsive space that truly reflects the needs and aspirations of our older adult population.

Expected Hours of Work:

The part-time admin assistant will work 12 hours per week, with the following proposed schedule:

- Monday – Thursday: 10:00 AM – 1:00 PM

This schedule will allow the admin assistant to be present during peak hours at the Seniors Centre, ensuring that all programs, events, and volunteer activities are coordinated effectively.

The estimated annual cost of the admin position is \$21,000, including MERCs. As previously stated, the Uxbridge Seniors Citizens Club Executive has agreed to contribute 50% of the cost of wages, meaning the remaining 50% will be funded through the Township's Age Friendly operating budget (approximately \$10,500).

It is also important to note that the Community Services Department has re-applied for the Seniors Community Grant (2025-2026). If successful, this funding will be used for a project aimed at revitalizing and modernizing the Seniors Centre. Part of this funding would include staffing, which could offset the cost of the admin assistant position for a period of up to 44 weeks.

ALIGNMENT TO STRATEGIC PRIORITIES:

Good Governance

4. Demonstrate fiscal responsibility and continue to offer value for money

4.3 Identify opportunities to diversify funding sources (e.g. partnerships).

Collaboration and Partnerships

1. Enhance and nurture existing partnerships
 - 1.1 Continue to strengthen existing partnerships with government at all levels, as well as business, industry and community organizations and volunteers.
 - 1.5 Continue to develop cross-functional collaboration.

Community Engagement

2. Promote resident engagement in our community
 - 2.1 Identify opportunities to enhance community and stakeholder engagement.

Community Well-Being

5. Enhance community livability
 - 5.6 Identify opportunities to enhance community facilities.

RECOMMENDATION

THAT Report RC-01/25 of Hunter Gardner, Arena and Recreation Manager, be received for information;

AND THAT the Finance and Emergency Services Committee agrees to the hiring and financial structure of the part-time administrative assistant designated to the Seniors Centre.

Respectfully Submitted by:

Hunter Gardner
Arena and Recreation Manager