

Invites applications for the position of
Program Staff, Fusion
Permanent Part-Time

The Town of Ingersoll is seeking Program Staff at our Fusion Centre to join our dynamic team. Located in Oxford County in Southwestern Ontario, Ingersoll offers urban living with small-town values yet enjoys easy access to larger cities. Surrounded by farms and nature, Ingersoll is home to a diversity of thriving industries and commercial businesses and is host to many special events, athletic and recreational amenities and excellent schools. For more information on the Town, please visit our website at www.ingersoll.ca.

Position Overview

The Part-Time Program Staff member, Fusion Centre is responsible for day to day operations, including supervising participants, programs and various activities/events at the Fusion Centre while on duty. The incumbent will carry out direct programming and/or quality supervision in a team capacity and will ensure program goals and objectives are met.

Programming

- Actively participate in planning, implementing and delivery engaging and innovative youth-targeted sports, recreation, music, arts and technology programming.
- Assist in planning and facilitating short and long-term program plans designed to bring youth experiences together through new and innovative content and specific skill development.
- Aid in soliciting youth input to ensure continued interest and participation.
- Collaborate with the Manager or to arrange and plan schedules for activity and technology-related programming.
- Compile and prepare programming reports on a daily and ad hoc basis including membership statistics, financial records and summaries, funding reports, communication logs, incident/accident reports, skate park checklist, log sheets, time sheets, etc.
- Implement structured programming as directed by the Manager.

Youth Supervision/Health and Safety

- Ensure the safety and security of participants and the facility by providing direct supervision of youth participants and by adhering to facility health and safety policies and procedures including the requirement that all guests sign in at the front desk prior to entry.
- Aid in supervising and monitoring all computer users in the Technology Centre including, Internet Café, gaming computers, and iMac media studio, etc.
- Respond quickly and decisively to all emergency/conflict-related situations that occur while on shift including, but not limited to, physical fights, handling angry participants and parents, reporting abuse or neglect to the Children's Aid Society, dealing with youth disclosures, escorting youth from facility and property, following all current trespass notices, all drug and alcohol-related issues, etc.
- Call, and work with Police on all serious incidents that occur at the youth Centre, ensuring an RZone Incident report is filled out for each occurrence and that all police matters are handled professionally and carefully.
- Ensure medical attention is deployed for all medical emergencies.
- Assist with youth discipline issues, youth behavior contracts, and participation incidents.
- Ensure youth who require counselling, emergency services or other assistance are properly referred to local or out of county services.

Operational Support

- Provide incidental guidance to co-op students, youth, and volunteers while on duty.
- Provide assistance as required in the creation of program brochures, flyers, newsletters, and other promotional materials.
- Conduct tours and orientation of the facility, programs and service as required.
- Assist in providing supervision of all outdoor properties, enforcing the RZone policy.
- Identify and report any building, equipment repairs and maintenance to the Program Coordinator or Manager.
- Participate in the participating and implementation of all off-site community events and programs including booth and sound equipment set-up, public and secondary school recruitment initiatives, etc.
- Assist in the physical setup of all facility uses and related contracts, i.e. use of the gym and activity room by outside agencies or groups.
- Participate in a staff rotation that will see staff supervising every program area in the facility.

Additional Expectations

- Attend all mandatory staff training events, staff meetings and engage in regular, effective communication with coworkers.
- Act as a positive role model by interacting with all participants in an appropriate, respectful manner.
- Extend positional experience by becoming familiar with current trends/interests that are popular with youth.
- Maintain strict confidentiality in the performance of duties and with respect to confidential and/or sensitive information.
- Work in compliance with the *Occupational Health and Safety Act and Regulations*.
- Work in compliance with and carry out the policies and procedures of the Town of Ingersoll, Community Services Department and those of the Fusion Centre.
- Model and champion the values and mission of the Town of Ingersoll and the Fusion Centre at all times.
- Perform any other related duties as assigned.

Qualifications

Candidates should also possess:

- A Degree or Diploma in Recreation and Leisure, Social Development, Child and Youth Worker or other related area of study OR an equivalent combination of previous experience and education.
- Previous experience and demonstrated aptitude for working with and leading youth ages 10-18.
- Previous experience gained in youth recreation and activity programming.
- Previous coaching experience is considered an asset.
- Possess or willing to obtain current CPR certification and standard first aid.
- Demonstrated ability to be a team player who is able to establish effective working relationships with youth, employees and the general public.
- Possess or willing to obtain current CPR certification and standard first aid.

Availability

The Program Staff member will be expected to work flexible hours, (primarily evenings and weekends Tuesday to Saturday 2:30pm-9:00pm, up to a maximum of 24 hours per week.

Benefits

- We offer a competitive salary range "T" of \$23.15 per hour.
- Staff taxable benefit rate membership

Application Instructions

Please note; the successful applicant will be required to obtain a Police and Vulnerable Sector Check prior to an offer of employment

To explore this exciting opportunity further, submit your application in confidence, to the attention of Human Resources Department no later than **April 1,2026**.

Human Resources Department

**Town of Ingersoll
130 Oxford Street, 2nd Floor
Ingersoll, Ontario N5C 2V5
recruitment@ingersoll.ca**

***The Town of Ingersoll is an equal opportunity employer and will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process.
While we appreciate all applications received, only those invited for an interview will be acknowledged.
Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.***