



JOB DESCRIPTION Seniors Recreationist
Bargaining Unit Position -Temporary Contract

LOCATION Scarborough, ON

WARDEN WOODS COMMUNITY CENTRE

Warden Woods Community Centre (WWCC) is a multi-service agency governed by a local Board of Directors and funded by all three levels of government, the United Way, and other generous partners. The Centre provides over 50 programs and services to over 6000 clients annually out of our main Centre and several satellite locations.

POSITION SUMMARY

Reporting to the Manager of Seniors & Assisted Living, the Recreationist is responsible for coordinating, developing, implementing, and evaluating recreational programs for seniors and adults with disabilities.

RESPONSIBILITIES

- Develops and implements recreational activities and programs for seniors and individuals experiencing cognitive impairment, physical limitations, socially isolation and developmental challenges
- Works with the Manager to monitors and evaluate recreational activities and programs on an ongoing basis
- Ensures that service policies and procedures are implemented and adhered to
- Maintains client files including, but not limited to, billing related to fee for service programs
- Entering program statistics for funder reporting
- petty-cash and submit financial forms for approved program related expenses
- Works with the Transportation team to coordinate and escort clients to programs along with
- Establish and maintain relationships between community residents and partner agencies
- Provide support and feedback as required
- Assists in the supervision of volunteers and student placements within programs.
- Participates in training and development as directed
- Other duties as assigned

QUALIFICATIONS

- Minimum 2-year college diploma in recreation, activation, social services and/or gerontology
- Minimum 1-year related work experience working with Seniors with Dementias
- First Aid CPR certification
- Demonstrated knowledge of the aging process, dementias and individuals who have developmental challenges
- Excellent communication skills – oral and written English
- Knowledge of Microsoft office 365 applications, comfortable using computer and reporting databases
- Ability to work in diverse environments within an anti-oppression, client-centred asset-based community-development framework
- Valid G class driver's license an asset
- Second language an asset

COMPENSATION AND HOURS OF EMPLOYMENT

6-month contract
35 hours per week
\$32, 217.64 (pro rated)

APPLICATIONS

WWCC is an equal opportunity employer committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage all qualified persons to apply, particularly Indigenous peoples, persons with disabilities, ethnic minorities, visible minorities, and others who share our values and contribute to fostering an inclusive and diverse workplace. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

This is a bargaining unit position-CUPE 5218

The successful candidate must be fully vaccinated against COVID-19. A police reference check is required prior to commencing employment.

In your cover letter, please ensure that you explain why you would like to work at Warden Woods Community Centre and why you are qualified for the position as tied to the responsibilities listed above. Please submit your cover letter and resume as one file noting "Seniors Recreationist" in the subject line to careers@wardenwoods.com

While we thank all who apply, only those selected for interviews will be contacted.