

Position Title: Community Development Coordinator (Full-time)

Program Area: Community Development / 74 Firvalley Community

Bargaining Unit CUPE LOCAL 5218

Location: 74 Firvalley Court, Scarborough, ON

Warden Woods Community Centre

Warden Woods is non profit charitable organization that has been in operation for over 50 years in Scarborough Southwest. We currently serve Children and Youth, Families, adults, and Seniors. Warden Woods offers early years and daycare programs, youth drop-ins, meal programs and shelter services, seniors supports and more to meet the needs and interests of our diverse community.

Position Summary

Reporting to Manager of Community Development & Food Security, this position is at the heart of our community work. As a member of the Warden Woods staff team, the Community Development Coordinator is responsible for developing and coordinating projects and activities that foster engagement, build capacity and support action for positive change in collaboration with community members and other stakeholders.

Job Responsibilities

- Coordinate and oversee programs and services for the community (recreational programs, knowledge and skill developing workshops, and coordinate annual events)
- Organize and implement community engagement and consultation activities such as community needs assessments
- Collaborate with Warden Woods staff and partners to create, coordinate and develop new programs for better outreach through grass root methods and social media platforms
- Maintain program statistics, conduct program evaluations, and provide progress reports as required
- Assist in writing grants, newsletter articles and outreach materials by providing program related information
- Support and assist in implementing volunteer development and engagement programs
- Participate in annual planning and evaluation activities of the agency
- Liaise with service providers, schools, health promoters, funders, politicians, resident's associations and other stakeholders

- Advocate with community members to advance community priorities
- Participate in external workshops, meetings, and events to enhance program development
- Attends all staff meetings and participates in agency-wide fundraising and outreach initiatives

Required Skills and Experience

- College Diploma or University Degree in Community Development, Social Work or equivalent experience and training relevant to the role
- 2-3 years demonstrated Community Development experience
- Proficient in oral and written English
- Knowledge of Microsoft office applications, comfortable using computer
- Ability to work in diverse environments within an anti-oppression, client-centred framework
- Creative and interested in empowering community members
- Maintains good working relationships with co-workers
- Availability to work evenings and weekends as required by program activities and community needs

Salary and Hours of Work:

- \$35,087.85 per annum
- Mon – Friday / flexibility to work some evenings and weekends
- 35 Hours per week

Application

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 send resume and cover letter via e-mail only to: careers@wardenwoods.com with the subject heading: '**Community Development Coordinator**' in the subject line, **no later than November 22, 2022**.

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