

**Position Title:** Community Development Coordinator- Full time

**Department:** Community Development and Food Security

**Location:** 74 Firvalley Court, Scarborough, ON

### **Warden Woods Community Centre**

Warden Woods has been working collaboratively to meet the needs and interests of local community for over 50 years in Southwest Scarborough. For more please visit [wardenwoods.com](http://wardenwoods.com).

### **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

### **Qualifications:**

- 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

## **Compensation and Hours of Work:**

- \$44,000 per annum
- Shift Hours: 35 hours per week Monday to Friday

## **How to Apply**

All qualified applicants are encouraged to apply! We particularly encourage applications from Black, Indigenous and racialized people, 2SLGBTQIA+ community members, people with disabilities, and members of other equity-deserving groups.

Warden Woods Community Centre is a unionized workplace and employees are represented by CUPE Local 5218; this is a bargaining unit position.

**The successful candidate is required to complete a criminal background check prior to commencing.**

**Please submit a resume and cover letter by October 1, 2024** via e-mail only to:

[careers@wardenwoods.com](mailto:careers@wardenwoods.com)

Use the subject heading: **Community Development Coordinator**

While we thank all who apply, only those selected for interviews will be contacted. Recruitment will close when the required position is filled.