

JOB POSTING FOR IMMEDIATE HIRE:

Senior's Social Recreation Coordinator

Do you enjoy working with Seniors?

**Do you want to lead programs supporting seniors in our community?
This may be the perfect job for you!**

Position Title: Seniors Social Recreation Coordinator, Full-Time (Monday to Friday, 35 hours weekly)

Department: Seniors and Assisted Living

Location: 74 Firvalley Court, Scarborough, ON

Compensation: \$48,000 Annually.

About Warden Woods Community Centre

We are a multi-service, charitable organization delivering programs and services to meet the needs and interests of local community for over 50 years in Southwest Scarborough. More Info: wardenwoods.com

Position Summary

Reporting to the Manager Seniors and Assisted Living, the Coordinator is responsible for developing, implementing, coordinating and evaluating social recreation programs for seniors as well as adults with disabilities.

Job Responsibilities

- Develops and implements engaging year-round social and recreational activities for seniors, and individuals with disabilities, which reflect the needs/interests of community members and the values of the organization
- Ensures participants are safe, and programs are planned/structured to run smoothly
- Supports seniors with cognitive challenges, social challenges and other needs
- Supports outreach and intake for new clients and participants, and works to ensure programs are full, offering high quality opportunities to as many community members as possible
- Monitors program success, solicits feedback and evaluates programs and activities
- Ensures that service policies and procedures are implemented and adhered to
- Maintains client files including billing related to fee for service programs
- Tracks and reports statistics and information related to all program activities
- Coordinates collection of fees, purchasing and financial reconciliation for the program
- Works with the Transportation team to coordinate transportation for clients
- Establishes and strengthens relationships with community residents, partner agencies and other stakeholders for the benefit of program participants
- Provides supervision, support and feedback to front-line staff, volunteers and students

- Participates in training and development, leads debriefs
- Performs other duties as assigned



Qualifications:

- Minimum 3 years' related work experience with Seniors in a role of leadership, including responsibility for program development, implementation and coordination
- College diploma in recreation, activation, social services and/or gerontology, or equivalent experience where knowledge related to physical and mental aging processes would be acquired
- Minimum 2 years' related work experience with Seniors experiencing dementia
- Minimum 2 years' related work experience with seniors and people with disabilities, with demonstrated commitment to the values of self-determination
- Ability to develop interesting programming that brings joy, interest and skill-development
- Ability to remain calm, exercise sound judgement and effective leadership in stressful situations where care and consideration of vulnerable people is required
- First Aid CPR certification required
- Excellent communication and interpersonal skills, oral and written English required
- Proficiency of Microsoft Office 365 applications required, database use is an asset
- Work within an inclusive, client-centred, asset-based, community-development framework
- Valid G class driver's license is an asset
- Familiarity with Southwest Scarborough communities is an asset
- Knowledge of languages other than English is an asset
- Must be legally entitled to work in Canada

A criminal background check is required prior to start.

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. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

Please submit a resume and cover letter ASAP.

Please send resume and cover letter via e-mail only to:

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

No later than **February 10, 2025**. Use the subject heading: **Seniors Social Recreation Coordinator, Full-Time**

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