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**Position Title: Recreationist (Contract up to 12 months)**

**Department:** Seniors and Assisted Living

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

**Warden Woods Community Center**

Warden Woods has been working collaboratively to meet the needs and interests of local community for over 50 years in Southwest Scarborough. We are a multi-service, charitable organization delivering programs and services across 6+ local sites with a workforce of 80 employees and 120 volunteers, in partnership with over 50 other groups. We currently operate a 49-bed 24/7 respite program, daycare, early years drop-in, children's camps and afterschool programs, youth drop-in's, drop-in and food security programs, meals on wheels and transportation support, 24/7 assisted living, home help, seniors' recreation and congregate dining, intergenerational community events, tax clinics, adult recreation and health + wellness programs, advocacy and civic engagement projects, and other opportunities year-round for the benefit of local people and the Southwest Scarborough community as a whole.

**Position Summary**

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

**Job 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 certificate
- Demonstrated knowledge of the aging process, dementias and individuals who are developmentally delayed
- 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 inclusive, client-centred assetbased community-development framework
- Valid G class driver's license an asset
- Second language an asset
- Must be legally entitled to work in Canada

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

- \$21.98 per hour
- Shift Hours: Mon- Friday, 35hrs/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 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.

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

## **A criminal background check is required prior to commencing.**

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](mailto:careers@wardenwoods.com) with the subject heading: **Recreationist** in the subject line, **no later than March 21, 2025**

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