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## **JOB POSTING**

**Community Recreation Planner**, Full-Time for 8 weeks starting July 2, 2025 (1 role available)

**Location:** 74 Firvalley Court

### **Warden Woods Community Centre**

Warden Woods Community Centre is a nonprofit neighbourhood centre working with and for the people of Southwest Scarborough since 1970 to build caring, compassionate, just and interdependent communities. For more: [wardenwoods.com](http://wardenwoods.com)

### **Position Summary**

Reporting to the Manager of Community Development or Designate, The Community Recreation Planner will be responsible for working as part of the Seniors and Community Development Programs teams to develop, implement and assess social-recreation activities for local community members of all ages. Activities that prioritize local leadership and events that reflect the needs and interests of community members will be centered.

### **Key Responsibilities**

- Develop and implement social-recreation activities and events in line with the centre's mission, vision and values, working as a member of the Community Development and Seniors teams.
- Support the design, facilitation and promotion of social-recreation activities that promote the priorities in the centre's strategic plan (Anti-Racism, 2SLGBTQIA+ Inclusion, Reconciliation with Indigenous Peoples), prioritizing the involvement of local residents in shaping project ideas
- Support the planning and implementation of summer festival and other seasonal activities
- Source quotes for facilitators, artists and leaders as appropriate, drawing from local talent
- Support promotion in person and online
- Welcome community members of all ages, abilities and identities to participate in the centre and its summer programming
- Encourage local volunteerism and the leadership of local residents at the centre
- Create, implement and evaluate summer social-recreation programming with a team
- Liaise with partner programs and community leaders
- Provide one-on-one and group creative engagement opportunities
- Advocate for, participate in, and encourage environmentally-conscious program delivery
- Contribute to appropriate stats keeping and documentation
- Participate in training and development activities and support peers in their training and development
- Other duties as assigned

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### Key Qualifications:

- At least one year of experience working directly in-person in a community setting
- Demonstrated ability to develop interesting social-recreation activities for all ages, and to create an open, accessible and non-judgemental community environment for participation
- Demonstrated ability to be self-directed, accountable for time and resources, and results-based
- Demonstrated ability to contribute as a member of a team in a community-based environment
- Interested in working within an intergenerational environment, excellent comfort with seniors and a diverse community
- Knowledge of community life in Southwest Scarborough/Warden Woods is a definite asset
- Formal education or training related to Community Work is an asset
- Standard First Aid & CPR C Certificate, and Food Handler's Certification are an asset
- A clear Criminal Reference Check is a condition of employment

### As a condition of funding from Service Canada, eligible employees must:

- Be between 15-30 years of age, at the start of the funded position.
- Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.
- Have a valid SIN

**International students, and those who are here in Canada on a work, youth, or visitor visa/permit are unfortunately not eligible for the program.**

### Compensation and Hours of Work:

- \$18.15/hour, 35 hours/week, Monday to Friday. This position will work 7.5 hours between 8am -6pm, according to the camp schedule. Some flexibility is required.
- **Start date: July 2, 2025**
- This is a union-exempt (seasonal contact training) role as per agreement with CUPE Local 5218. We are a unionized workplace.

### Application

Please send resume and cover letter via e-mail only to [careers@wardenwoods.com](mailto:careers@wardenwoods.com) with the subject heading: **Community Recreation Planner** in the subject line, **by May 21, 2025.**

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