

Job Description

Position Title: Seniors Program Facilitator

Employment Type: Full-time, In-person

Department: Seniors & Assisted Living

Location: 74 Firvalley Ct, Scarborough, ON

Organization: Warden Woods Community Centre

About Us

Warden Woods Community Centre is a multi-service charity dedicated to working with and for the communities of Southwest Scarborough to address their evolving needs and interests. We offer a wide range of programs and services, including daycare, early years initiatives, child and youth programs, adult and senior services, drop-ins, and an emergency shelter.

Our mission is to build caring, compassionate, just and interdependent relationships with our community. For more than 50 years WWCC has helped cultivate social and economic empowerment across the diverse and growing neighbourhoods we serve. Learn more at wardenwoods.com.

Position Summary

Reporting to the Manager of Seniors and Assisted Living, or designate, the Seniors Program Facilitator is responsible for planning, implementing, and evaluating recreational programs that enhance the quality of life for seniors and adults with disabilities, including those experiencing cognitive, physical, and social challenges.

Job Responsibilities

- Design and deliver recreational programs that meet the needs of seniors and individuals living with dementia, physical limitations, social isolation, or developmental challenges.
- Collaborate with the program team to monitor, assess, and improve program outcomes on an ongoing basis.
- Coordinate and escort clients to and from programs in collaboration with the Transportation team.
- Build and maintain strong relationships between community members and partner organizations
- Accurately track program statistics and other data as required.
- Ensure compliance with organizational policies, procedures, and program guidelines.
- Provide support and supervision to program volunteers and student placements.
- Participate in training, staff development, and community outreach initiatives as needed.
- Support cross-departmental collaboration, contribute with enthusiasm to WWCC initiatives, and embody the values of Warden Woods as part of our unique communities.
- Other duties as assigned

Qualifications:

- Minimum one-year direct work experience with seniors and individuals with dementias.
- Post-secondary education in recreation, social services, or gerontology, or equivalent training/work experience.
- Strong communication skills (oral and written) in English
- First Aid certification is required (can be obtained after hiring).
- Practical knowledge of the aging process, dementia, and developmental disabilities.
- Knowledge of Microsoft Office applications and general computer literacy.
- Knowledge of Southwest Scarborough is a definite asset.
- Demonstrated commitment to equity, diversity, and inclusion, with an understanding of systemic barriers and experience working in an anti-oppressive, participant-centered environments.
- Must be legally entitled to work in Canada

Compensation and Work Conditions:

- **Status:** Full-time, Permanent
- **Hours:** 35 hours per week; Monday to Friday, 7-hour shift between 8 AM and 6 PM (occasional evenings and weekends)
- **Annual Salary:** \$41,104.11
- **Work Location:** In person at 74 Firvalley Ct, Scarborough, ON

Application Instructions:

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 BIPOC 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.

To apply, please send your resume and cover letter via email to careers@wardenwoods.com with “**Seniors Program Facilitator**” in the subject line, **no later than September 2, 2025.**