

JOB POSTING FOR IMMEDIATE HIRE:

Recreation Coordinator

Do you love working with Seniors?

Do you want to lead engaging programming with and for local Elders?
This may be the perfect job for you!

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

Department: Seniors and Assisted Living

Location: 74 Firvalley Court, Scarborough, ON

Compensation: \$50,553.00 Annually + benefits

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, this Coordinator is responsible for developing, implementing, growing and evaluating social recreation programs for seniors as well as adults with disabilities in Southwest Scarborough.

Job Responsibilities

- Develops and implements engaging year-round social recreational activities for seniors, and individuals with disabilities, which reflect the needs/interests of community members and the values/goals of the organization
- Ensures participants are safe and engaged, and programs are planned/structured to run smoothly
- Designs and facilitates programming so that seniors with cognitive challenges, social challenges and other needs can benefit and engage meaningfully
- Supports outreach and intake for new participants, and works to ensure programs are full, offering high-quality responsive opportunities to as many community members as possible
- Ensures local elders are valued, honoured and supported to consider leadership opportunities within organizational initiatives
- Engages local elders in intergenerational and cross-departmental activities
- Supports the development and implementation of activities for local caregivers
- Monitors program success, solicits feedback and input to evaluate and improve delivery
- Ensures that all applicable policies and procedures are implemented and identifies areas where protocols need to evolve to address issues and meet emerging sector standards
- Maintains participant files as appropriate
- Tracks and reports statistics and meaningful data related to program activities

- Coordinates collection of fees, purchasing and financial reconciliation related to fee-for-service
- Works with the Transportation team to coordinate service for local seniors
- Establishes and strengthens relationships with local 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 crisis responses and debriefs related to program participants and community events that impact local elders
- Supports cross-departmental collaboration, contributes with enthusiasm to WWCC initiatives, and embody the values of Warden Woods as part of our unique communities
- Performs other duties as assigned

Qualifications

- Minimum 3 years' related work experience with Seniors/Elders in a leadership role, including responsibility for program development, implementation and evaluation
- 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 plan and facilitate creative recreation programming that brings joy, interest and 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
- Lead in alignment with anti-racist, harm reduction, and strength-based frameworks
- Valid G class driver's license is an asset
- Familiarity with Southwest Scarborough communities, Warden Woods in particular, is an asset
- Knowledge of languages other than English is an asset
- Must be legally entitled to work in Canada
- Criminal background check (vulnerable sector) 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 both resume and cover letter by September 20th, 2026, via e-mail only, with subject line **Recreation Coordinator**, to: careers@wardenwoods.com

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