WHERE COMMUNITY MEETS OPPORTUNITY
WARDEN WOODS
COMMUNITY CENTRE

74 Firvalley Court, Scarborough
Ontario, M1L 1N9
(416) 694 1138
www.wardenwoods.com

JOB POSTING

Position Title: Seniors Social Recreation Supervisor
Program: Seniors & Assisted Living Program
Employment Type: Full-Time
Hours of Work: 35 hours per week; Monday to Friday, 7-hour shift between 8 AM and 5 PM (evenings and weekends as needed), with flexibility for changes to suit operational needs
Annual salary: $58,000
Location: In-person at74 Firvalley Court, Scarborough, ON or other sites as directed

The Organization

Warden Woods Community Centre is a neighbourhood centre, empowering neighbours to work together to meet local challenges and create shared approaches to building community. We have been working collaboratively to support the needs and interests of local communities in Southwest Scarborough since 1970. As a multi-service charitable organization, we provide essential support like assisted living, daycare and meal programs, while also supporting caring, compassionate, just and interdependent community life for all. Learn more wardenwoods.com.

Position Summary

Reporting to the Manager, Seniors and Assisted Living, the Social Recreation Supervisor is responsible for planning, developing, implementing, and evaluating social recreation programs for seniors and adults with disabilities in Southwest Scarborough. The role combines program delivery, coordination, and supervision to ensure programs are engaging, inclusive, and responsive to the needs and interests of participants.

Key Areas of Responsibilities

- Develops and implements engaging year-round social recreational activities for seniors and individuals with disabilities, reflecting the needs and interests of community members and the values and goals of the organization.
- Plans and delivers daily program activities, working alongside program staff to ensure participants are engaged, supported, and safe.
- Designs and facilitates inclusive programming that support seniors with cognitive challenges, social challenges, physical limitations, and other diverse needs.
- Supports outreach, registration and intake of new participants, and works to ensure programs are full, offering high-quality responsive opportunities to as many community members as possible.
- Supervises Recreation staff and the Transportation team, providing day-to-day direction, coordination, coaching and performance feedback.
- Provides direction and oversight to PSWs assigned to seniors' programming, working collaboratively with the Assisted Living Supervisor to coordinate their sipper and address any staffing or performance concerns.
- Coordinates staff schedules, assign responsibilities, and ensures appropriate staffing and coverage to support daily program operations.
- Ensures local elders are valued, honoured and encouraged to participate in leadership opportunities within organizational initiatives.

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- Engages local elders in intergenerational and cross-departmental activities.
- Supports the development and implementation of activities for local caregivers.
- Monitors program quality and effectiveness, gathers participant feedback and identifies opportunities to improve program delivery.
- Ensures organizational policies, procedures, and health and safety requirements are followed, and identifies areas were practices and protocols need to evolve to address issues and meet emerging sector standards.
- Maintains accurate participant records and ensures appropriate documentation, confidentiality, and follow-up.
- Tracks program participation, outcomes, and other relevant statistics and meaningful data, and prepares reports as required.
- Coordinates the collection of program fees, purchasing and financial reconciliation related to fee-for-service activities.
- Oversees and coordinates transportation services for local seniors, working closely with the Transportation team to ensure services are safe, reliable and responsive to participant needs.
- Builds and maintains positive relationships with local residents, community partners, service providers and other stakeholders to strengthen programming and support participants.
- Supports staff recruitment, onboarding, training and performance management, and addresses day-to-day staffing and operational concerns.
- Provides supervision, guidance and support to volunteers and students involved in program delivery.
- Responds to participant concerns, challenging situations and emergencies, and leads crisis responses, debriefs and appropriate follow-up.
- Participates in training and professional development and identifies opportunities to strengthen team skills and service delivery.
- 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 3 years of related experience working with seniors/elders in a leadership role, including responsibility for program planning, development, implementation and evaluation.
- College diploma in Recreation, Activation, Social Services, Gerontology, or a related field, or an equivalent experience where knowledge related to physical and mental aging processes would be acquired.
- Minimum 3 years related experience working with seniors living with dementia, cognitive challenges, or other age-related conditions.
- Minimum 3 years of related experience working with seniors and people with disabilities, with a demonstrated commitment to dignity, independence and self-determination.
- Minimum 2 years of experience supervising or leading staff, including providing direction, coaching, and performance feedback.
- Strong understanding of the physical, cognitive, emotional, and social needs of older adults, including those requiring additional care and support.

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- Ability to develop, plan and facilitate creative, inclusive, and engaging recreational activities that bring joy and interest and promote social connection, well-being and quality of life.
- Strong organizational and coordination skills, with the ability to manage daily program operations, staff schedules, and competing priorities.
- Ability to remain calm, exercise sound judgement and provide effective leadership in challenging or stressful situations where care and consideration of vulnerable people is required.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with participants, families, staff, and community partners.
- Strong written and verbal communication skills in English.
- Proficiency of Microsoft Office 365 applications required.
- Lead in alignment with anti-racism, harm reduction, and strength-based approaches.
- Valid Ontario G class driver's license is an asset.
- Familiarity with Southwest Scarborough communities, particularly the Warden Woods neighbourhood, is a definite asset.
- Valid First Aid and CPR certification is required.
- Food Handler Certification is an asset.
- Knowledge of languages other than English is an asset.
- A Police reference check (vulnerable sector) is required prior to start.
- Must be legally entitled to work in Canada.

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 Black and racialized people, Indigenous peoples, 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 applicable employees are represented by CUPE Local 5218. **This is a management/exempt (non-union) position.**

Our hiring process requires a direct email submission to ensure files are processed correctly in our internal systems. **To apply, please send your resume and cover letter in one file via email to careers@wardenwoods.com with "*Social Recreation Supervisor*" in the subject line, no later than November 2, 2026.**