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: Community Programmer (Adults 55+ and People with Disabilities)
Program: Seniors & Assisted Living
Employment Type: Full-time, permanent
Hours of Work: 35 hours per week; Monday to Friday, 7-hour shift between 8 AM and 6 PM (occasional evenings and weekends)
Annual Salary: $42,131.71
Location: In-person at 74 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 of Seniors and Assisted Living, or designate, the Community Programmer is responsible for planning, implementing, and evaluating recreational programs that enhance the quality of life of adults aged 55+ and people with disabilities, including those experiencing cognitive, physical, and social challenges.

Job Responsibilities

- Designs and facilitates inclusive programs that support adults aged 55+ and seniors, including those experiencing cognitive challenges, social challenges, physical limitations, and other diverse needs.
- Designs and delivers daily program activities, working alongside program staff to ensure participants are engaged, supported, and safe.
- Collaborates with the program team to monitor, assess, and improve program outcomes on an ongoing basis.
- 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.
- Coordinates and escort participants to and from programs in collaboration with the Transportation team.
- Builds and maintains positive relationships with local residents, community partners, service providers and other stakeholders to strengthen programming and support participants.
- Support crisis prevention, de-escalation, and emergency response using a trauma-informed approach.
- Maintains accurate participant records and ensures appropriate documentation, confidentiality, and follow-up.
- Ensures compliance with organizational policies, procedures, and program guidelines.
- Provides support and supervision to program volunteers and student placements.
- Participates in training and professional development and identifies opportunities to strengthen team skills and service delivery.

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- Supports 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 of direct work experience with seniors/elders and individuals with disabilities.
- Post-secondary education in recreation, social services, or gerontology, or a related field, or an equivalent experience where knowledge related to physical and mental aging processes would be acquired.
- Minimum one year of related experience working with seniors living with dementia, cognitive challenges, or other age-related conditions.
- Minimum one year of related experience working with seniors and people with disabilities, with a demonstrated commitment to dignity, independence and self-determination.
- Strong understanding of the physical, cognitive, emotional, and social needs of older adults, including those requiring additional care and support.
- Ability to remain calm, exercise sound judgement and effectively de-escalate 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 employees are represented by CUPE Local 5218; this is a bargaining unit 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 "*Community Programmer*" in the subject line, no later than November 23, 2026.**