



## WoodGreen Community Services *Job Posting*

### **Our Vision:**

A Toronto where everyone has the opportunity to thrive

## ***Program Coordinator Assistant Summer Student Competition #2019-070-CC***

---

<b>Employment Type:</b>	Contract (8 weeks), Student
<b>Work Hours:</b>	35 hours/week
<b>Salary:</b>	\$14.00/hour
<b>Application Deadline:</b>	June 25, 2019 by 11:59 pm

---

### **Who We Are**

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 81<sup>st</sup> year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit [www.woodgreen.org](http://www.woodgreen.org) to learn more about who we are and what we do.

### **Program Overview – Seniors Active Living Centre (SALC) & Outreach, Community Care**

This community-based, seniors-focused program is designed to promote wellness through social, recreational, and educational activities that focus on resident engagement, seniors' safety, and outreach to vulnerable seniors.

### **What You Will Do**

- Support Coordinators to develop and implement programs that promote wellness through social, recreational, and educational activities across various SALC sites.
- Prepare quarterly calendar templates and brochures for various SALC sites.
- Work with Coordinators to evaluate community initiatives and programs.
- Review and update the program policy manual for the Seniors Active Living Centres.
- Develop and facilitate programming for ethno-cultural seniors living in Toronto Community Housing, Corporations buildings and Seniors Active Living Centre sites.
- Support the coordination of social and recreational programming, including cultural events and outings in collaboration with Coordinators.
- Work with senior volunteers to design and coordinate recreational activities such as outings, cultural events, and special holiday celebrations.
- Assist with outreach and client engagement activities.
- Develop outreach strategies including outreach materials and educational presentations.
- Completes and maintains all records, forms, and program/activity enrollment, using a client database.
- Ensures the anti-racism objectives and community development principles of the organization are achieved within the program.

### What You Bring to the Team

- Bachelor's Degree (or Degree in progress) in Gerontology or related major; Diploma in Activation from a recognized College an asset.
- Two (2) to three (3) years related experience including significant direct experience in working with older adults within a Seniors Active Living Centre setting considered a strong asset.

### As Per Canada Summer Jobs Eligibility

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### What Will Set You Apart

- Good understanding and knowledge of seniors' issues related to social recreational and educational needs.
- Good understanding of the social determinants of health in relation to vulnerable and marginalized seniors.
- Knowledge and demonstrated skills in planning, implementing, and evaluating seniors programming.
- Able to work independently with minimal supervision.
- Excellent organization and time management skills.
- Strong computer literacy.
- Knowledge of community resources for older adults.
- Second language is an asset.

### Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary/excellent benefits for full-time, contract (1+ year), and PSW employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

### To Apply

Submit your resume and cover letter, **quoting the competition # in the subject line**, as follows:

<b>WoodGreen employees <u>ONLY</u> to:</b>	hrjobs@woodgreen.org
<b>External applicants to:</b>	CNarvaez@woodgreen.org

***WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.***