



North York Seniors Centre Employment Opportunity

Recreation Programmer

Active Living Centre (ALC)

Fulltime, Permanent, 40 hours per week

Flexible work hours will include evenings and weekends

North York Seniors Centre provides programs and services to promote the physical, emotional and social well being of adults 55+ living in our diverse community.

This position reports to the Supervisor, Active Living Centre.

Responsibilities:

- Support members and the general public with information and assistance
- Perform administrative duties including daily deposit, maintaining statistics, scheduling, processing membership and registrations, creation and publication of newsletter and other internal promotional documents
- Develop, implement and evaluate quality programs, services, and special events for active seniors
- Training and supporting volunteers
- Participate in continuous quality improvement processes and assist the Active Living Centre Team with research and development of best practices
- Promote and maintain a high standard of customer service that is client focused
- Maintain a clean & safe environment

Qualifications/ Skills:

Education: Applicable degree/diploma in recreation, activation and/or Gerontology

Experience: 2 years' experience working in a recreational environment for seniors

Other: Strong administrative and computer skills in a Windows environment

Strong interpersonal and customer service skills

Familiarity working with and supporting volunteers

Ability to communicate effectively in English (verbal and written); other languages (Farsi, Korean, Chinese) an asset

Experience in marketing and development

A self-starter, able to work independently as well as in a team

Physically able to assist with lifting and moving equipment, tables and chairs

CPR and First Aid certification

Job will be posted until position is filled. Please submit your resume to:

Mail *North York Seniors Centre, Attention: Human Resources Department*

21 Hendon Ave., Toronto, ON, M2M 4G8

FAX: 416 733.1858

E Mail: hiring@nyseniors.org

No Phone Calls, please.

North York Senior Centre is an equal opportunity employer. Thank you to all that express interest in this position. Only those candidates selected for an interview will be contacted.

North York Seniors Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted.

Posting Date: July 17, 2019