

North York Seniors Centre Employment Opportunity

Supervisor, Active Living Centre

Active Living Centre (ALC)

40 hours per week - Permanent

Flexible work hours will include some 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 Director, Organizational Development.

Responsibilities:

- Hire, supervise, evaluate Active Living Centre team & 3rd party service providers
- Work with a team to plan, monitor and support daily operations and programming
- Oversee all aspects of facility management for the Hendon site
- Develop and enforce program policies
- Monitor department budget, process invoices
- Monitor, evaluate, report on all departmental plans (risk, H&S, outcome evaluation, complaints, accessibility, satisfaction, strategic, quality improvement & accreditation)
- Promote a safe and healthy work environment
- Participate in continuous quality improvement processes including research and development of best practices
- Promote and maintain a high standard of customer service that is client focused

Qualifications/ Skills:

Education: Post Secondary degree or diploma in Activation/Gerontology
Experience: 3 years experience working with older adults
Other: Proven supervisory and leadership skills
Excellent interpersonal and customer service skills
Strong Computer skills in Windows Environment,
Goldcare & My Senior Centre, an asset
Ability to communicate effectively in English (verbal and written);
other languages, an asset
Current first Aid and CPR certification

Please submit your resume by Friday July 13th to:

Mail *North York Seniors Centre,*
Human Resources Department
21 Hendon Ave., North York, 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 who 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: Wednesday June 27, 2018