



North York Seniors Centre Employment Opportunity

Recreation Programmer

Active Living Centre (ALC)

Fulltime, Permanent (35 work 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
- Maintain a clean & safe environment
- 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

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
Access to a vehicle and possess a valid driver's license, an asset
Compliant to NYSC's Vaccination Policy

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: September 1, 2022