



## JOB POSTING

**Position:** Program Worker - Older Adults  
**Reports To:** Program Director  
**Salary:** \$20.03 per hour (equivalent to Grade 5, Step 1), 4% vacation pay.  
**Hours:** Part-time Special Contract Position to December 31, 2018. Up to 16 hours / week.

### Job Description:

Scadding Court Community Centre offers weekly social and recreational activities for senior citizens and adults aged 50+. These include singing, tai chi, folk dance fitness, computer lessons, English classes, workshops, and field trips. The Seniors Worker will provide general support for the programs, including guiding and supporting volunteers, preparing materials and meals, organizing events and activities, and participating in programs and trips as needed. The successful candidate must speak Mandarin, Cantonese and English.

### Major Responsibilities:

- Ensures the current Seniors Programs operate successfully: coordinates with and maintains good communication with volunteer leaders, sets up program spaces, prepares food
- Supports development team with the enhancement of existing programs/services and the development of new initiatives
- Administration: records keeping, some report and grant writing as needed
- Manages program budget with the Program Director and Accounting Director
- Outreach and intake as needed, including social media posts
- Responds to immediate needs and trouble shooting
- Supports the overall program team, and communicates with the larger SCCC staff
- Other duties as required.

### Key Qualifications:

- Post-Secondary Diploma in Aging and Gerontology, or related field and combination of experience.
- Demonstrated experience in program planning. Knowledge of seniors' programming, trends and practices.
- Must speak and write Mandarin, Cantonese and English. Knowledge of Spanish a plus.
- Able to conduct heavy lifting (carrying materials, helping with set-up and break-down of program rooms)
- Must have strong computer, spreadsheet, organizational, and interpersonal skills.
- Professional and proactive: shows up on time, anticipates need, shows flexibility, remains alert while at work.
- Respectful and excellent communication skills: can communicate with others in a timely and respectful fashion.
- Ability to write funding applications a plus.
- First Aid/CPR trained

### Apply:

**To:** Rebecca Keenan, Senior Manager of Human Resources, Administration and Facilities

**Email:** [rebecca@scaddingcourt.org](mailto:rebecca@scaddingcourt.org)

**Mail or Drop-off:** Scadding Court Community Centre, 707 Dundas St W, Toronto, ON M5T 2W6

**Deadline:** Wednesday, June 13<sup>th</sup>, 2018, 5pm. Please do not fax or phone. Only those selected for an interview will be contacted. If accommodation is required, please call 416 392-0335 x 226.

Scadding Court Community Centre is an equal opportunity employer.