



PLEASE POST IMMEDIATELY

**WATERFRONT NEIGHBOURHOOD CENTRE
SENIORS SUMMER PROGRAM COUNSELLOR**

SUMMARY:

Under the supervision of the Manager – Community Development and supported by the Seniors Program Worker and Community Outreach team, this position will assist in providing quality, interactive intergenerational summer programs for seniors, older adults and community outreach.

DUTIES AND RESPONSIBILITIES:

1. Assists the Manager - Community Development, Seniors Programs Worker and Community Outreach team in the operation and maintenance of quality, summer programs for seniors and older adults.
2. Attends all required training and orientation activities.
3. Arrives for scheduled shifts on time and participates in regular staff meetings.
4. Assists in planning and implementing age-appropriate, creative and stimulating, quality program activities.
5. Facilitates input from seniors and the Elders Council in program development and implementation.
6. Assists with snack and food preparation, following safe food handling procedures.
7. Works with the Manager – Community Development, Seniors Programs Worker and Community Outreach team to handle and document program incidents.
8. Knows, enforces and follows WNC program safety guidelines, maintaining constant awareness of the safety and general welfare of all participants.
9. Assists in the co-ordination of program fundraising and community special events.
10. Other duties as assigned.

MINIMUM JOB REQUIREMENTS:

1. Enrolled in a Degree or Diploma in a human services / gerontology discipline and experience working with seniors, older adults and vulnerable individuals.
2. Applicants must meet the funding criteria, and be between the ages of 16 and 30 years, a current full-time student and must be returning to school full-time in Fall 2018.
3. Successful certification in standard CPR/First Aid (CPR/First Aid training will be provided as part of summer training).
4. Must possess a Vulnerable Sector Police Reference Check.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrates background in planning and programming for older adults, seniors and vulnerable individuals.
- Excellent verbal and written communication skills.
- Experience working with seniors from diverse social, cultural and economic backgrounds.
- Excellent art-related skills and/or training an asset.

Salary Scale: Summer Contract – Student
\$14.66/hour + 6% vacation and mandatory Employment Standards benefits

Start Date: June 18 – August 24, 2018 | 37.5 - 40 hours per week / half hour unpaid lunch

Deadline for application: March 30, 2018

Please send resume to:

Senior Summer Program Counsellor Hiring Committee
Waterfront Neighbourhood Centre
627 Queens Quay West,
Toronto, Ontario M5V 3G3
Email: info@waterfrontnc.ca

This position is dependent on funding. Only those applicants who are selected for an interview will be contacted.

Please note that all applicants are encouraged to provide a valid email address for communication purposes. Applicants who provide an email address may receive their written correspondence with respect to this job posting directly to the email address provided with their application. As an applicant, it is your responsibility to ensure that you check your email regularly to receive this correspondence.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the City of Toronto's Accommodation Policy; accommodation will be provided in all parts of the hiring process. If you are an individual with a disability and you need accommodation in applying for this position, please email us at: info@waterfrontnc.ca, quoting the job title.