



Employment Opportunity

Recreation Assistant

A Day Away Club

Contract – Summer Student

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, A Day Away Club.

Responsibilities:

- Work with the Team to plan, implement, monitor and evaluate programs and activities. Provide suggestions for new and innovative programming and be prepared to take the lead role in some programs
- Assist with the daily operational components of programming and client care including activities of daily living
- Facilitate the goals and objectives and implementation strategies for clients
- Ensure the well-being and safety of the clients while in the program
- Perform assigned administrative duties including the collection of statistical information, computer and telephone work, updating client information and assisting with client satisfaction surveys, as required
- Complete projects , as assigned
- Participate in continuous quality improvement processes and assist the Team with research and development of best practices
- Promote and maintain a high standard of customer service that is client focused

Qualifications/ Skills:

Education: Post-Secondary

Experience: Recreation, Gerontology, Activation, Health Administration

Other: Extrovert, Personable, Good Communication/Listening Skills

To be eligible to participate in Canada Summer Jobs, individuals must:

- be between 15 and 30 years of age (inclusive) at the start of employment;
- be registered as full-time student in the preceding academic year and intends to return to school on full-time basis in the next academic year;
- be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act** and;
- be a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

**Foreign students are not eligible.*

Please submit your resume by Friday May 10, 2019 to:

Mail: North York Seniors Centre, Attn: Human Resources Department
21 Hendon Avenue, Toronto, ON M2M 4G8
Fax: 416 733.1858
E Mail: hiring@nyseniors.org

Please indicate the position (ADA Recreation Asst.) you are applying for in the subject line of the email.

No phone calls, please.

North York Seniors 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.