



Employment Opportunity

Director, Active Living Centre

Permanent Fulltime, (35 hours per week)

Flexible work hours will include some evenings, weekends and on call

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.

Through the support and promotion of North York Seniors Centre's Mission and Vision Statements, the position will provide oversight to the programs and services at the Active Living Centre, Development (Marketing and Fundraising) Department and the Joint Health and Safety Committee/Infection Prevention and Control (IPAC) program. This position is a member of NYSC's Senior Management Team.

The successful candidate will:

- Mentor direct reports to perform duties to meet performance targets and goals
- Focus on program development and flexibility to meet changing client needs and environmental pressures
- Set and achieve annual fundraising goal in collaboration with developing annual budget for the departments. Adhere to approved budget.
- Ensure compliance to contracts with external partner organizations
- Implement NYSC's CQI processes which adhere to CARF accreditation standards
- Develop and implement policies, practices and procedures to ensure person-centred services
- Represent NYSC on external committees and partnership ventures
- Support the work of NYSC internal committees
- Adhere to all health and safety programs to support a positive work environment for Team members, volunteers and clients

The successful candidate will possess:

- University degree or college diploma in gerontology, social work or applicable field
- Fund development training (fundraising, marketing, community outreach, etc.)
- Experience with Joint Health and Safety Committee, IPAC training, certification an asset
- Minimum five years related experience in Team supervision and direct service delivery
- Education in quality improvement concepts, an asset

Key Skills and abilities:

- Applied computer skills in MS Office, My Seniors Centre, Income Manager
- Proficient in written and verbal English, a second language is an asset
- Possess a current first aid/CPR certification

Other requirements:

- Must have a valid driver's license with use of a reliable vehicle
- Proof of a current vulnerable sector screening check



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Posted until September 30, 2021. Please submit your cover letter and resume 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

No phone calls, please.

North York Seniors Centre is an equal opportunity employer who strives to develop an inclusive workforce that reflects our community. We encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities, aboriginal persons and people who identify themselves as LGBTQ2.

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 are asked to make their request for accommodation known when contacted for an interview.

Thank you to all who express interest in this position. Only those candidates selected for an interview will be contacted.