

**West Active, Living and Learning Facilitator  
(248 Ossington Ave. or Parkdale) Fall/Winter Career Placement**

West Neighbourhood House is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families, and groups in the community to gain greater control over their lives and community.

The West Active, Living and Learning Facilitator position is funded by Employment and Social Development Canada.

**Responsibilities**

- Assist in organizing socio-cultural and recreational activities with seniors in person and/or virtually
- Engage participants in virtual group activities
- Collect statistical information
- Assist with connecting individually with participants using the phone
- Participate in the planning and implementation of outreach strategies
- Participate as a member of the Seniors' Community Development team
- Assist with language cultural interpretation and translation
- Assist with the planning and implementation of special events for seniors
- Assist the coordinator in the development and carrying out evaluation
- Participate as a team member in the delivery of other activities in the Seniors Community Development Programs and Older Adult Centre Programs Unit

**Qualifications**

Applicants must:

- possess strong interpersonal skills
- possess strong computer skills
- be comfortable with a variety of social media and online applications
- have experience facilitating small groups
- experience facilitating online groups an asset
- be able to work alone and as part of team
- be available to work a fixed schedule, primarily daytime but may include evening hours and weekends
- be interested and experienced in using community development approaches

## External Job Posting

- have oral fluency in English and a language/culture relevant to the community is an asset.

<b>Status:</b>	Temporary for up to 280 hours
<b>Start Date:</b>	ASAP
<b>Location:</b>	Work will be conducted remotely and, in the Community (248 Ossington or Parkdale)
<b>Hours:</b>	14 hours per week
<b>Rate:</b>	\$17.96 per hour + 4% vacation pay
<b>Unit:</b>	Older Adult Centre
<b>Immediate Supervisor:</b>	Seniors Community Development Coordinator
<b>Posting Date:</b>	September 14, 2020
<b>Closing Date:</b>	September 25, 2020
<b>Note:</b>	West Neighbourhood House provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

**Please send resumes by 5 pm on the closing date to:**

Hiring Committee  
588 Queen St. W.  
Toronto, ON  
M6J 1E3  
[dianade@westnh.org](mailto:dianade@westnh.org)