

External Job Posting

Seniors' Community Development, Special Projects Worker (Contract)

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.

Seniors' Community Development is looking for an energetic, passionate, and creative individual with great communication skills, talent/interest or skills in music and dance, storytelling and photography to work with a vibrant and diverse community of seniors, adults and youth at Parkdale and 248 Ossington locations, as well as occasionally at Toronto Island.

West Neighbourhood House is actively seeking qualified applications from Indigenous, Black and People of Colour, people with disabilities, women and people of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.

West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

Responsibilities:

- develop, organize and setting-up for various recreational, social and educational activities;
- deliver activities or ensure they are delivered by volunteers/participants or external service providers;
- monitor all activities and interactions between participants to ensure a safe and comfortable environment, resolving crises or conflicts between members;
- facilitate the involvement of seniors/volunteers in program planning/delivery;
- buy refreshments and ensure program supplies and materials, get transported to locations, collect and compile statistical information;
- organize large events open to the community, promote the events, train, schedule and monitor volunteers and students to assist with the implementation and animation of activities;
- conduct working group monthly meetings, facilitate workshops, provide and/or arrange interpretation, organize transportation and represent the agency when out in the community;
- organize and co-facilitate workshops with groups of seniors and youth; and provide on-going support and assistance to project volunteers and participants;
- prepare and design of brochures, flyers and other publications;
- assist in the development and carrying out evaluation;
- responsible for collecting quantitative and qualitative data;
- participate as a member of the Seniors' Community Development team;

West Neighbourhood House is an equal opportunity employer. We thank all applicants, but only those candidates to be interviewed will be contacted.

A United Way Member Agency

External Job Posting

- assist the Seniors' Community Development team with program delivery;
- other duties as required.

Qualifications:

- Education and/or equivalent experience in community development, activation, gerontology or social service;
- Awareness and understanding of a safe environment free from harassment, discrimination, oppression;
- Ability to work with groups of seniors; understanding and respecting self-determination;
- Experience working in community-based programs/ using a community development approach with colleagues, participants and volunteers;
- Demonstrate social and conflict resolution skills while working with diverse groups of people;
- Experience in interpretation and translation methods;
- Demonstrated good communication skills;
- Fluency in a language relevant to West NH catchment area oral and written;
- Ability to work independently and as a member of a team;
- Ability to work some evenings and weekends;
- Strong knowledge of social media tools and Office 365;
- Knowledge of data base Alayacare is an asset;
- Familiarity with the local community would be an asset;

Status: Contract ASAP to – March 31, 2026 (CUPE Local 3393 Bargaining Unit Position)
Start Date: ASAP
Hours: up to 24 per week
Rate: \$25.77 per hour
Unit: Older adult Centre
Immediate Supervisor: Program Manager, Older Adult Centre
Posting Date: May 29, 2025
Closing Date: June 5, 2025

Please send your resume and cover letter clearly indicating “Seniors’ Community Development, Special Projects Worker (Contract)” by 5:00 pm on the closing date to:

Hiring Committee
248 Ossington Ave.
Toronto, ON
M6J 3A2
jobs@westnh.org