

**Seniors Community and Social Services Intern  
Canada Summer Jobs (2 positions)**

248 Ossington Ave and Toronto Island

**Do you have a vibrant, creative personality, and the ability to drive the implementation of new ideas? Do you have excellent communication and interpersonal skills, can think “outside the box”, and have a desire to change the world?**

West Neighbourhood House, a multi-service community agency working with west-central Toronto neighbourhoods, is looking for 2 highly motivated individuals to join its Older Adult Centre Catalyst team and Special Projects.

The successful candidates will be working together with program teams across the Older Adult Centre Unit.

As a member of the Catalyst team, the successful candidate will also participate in Team, Unit and House-wide activities as required.

The Seniors Community and Social Services Intern position is funded by Employment and Social Development, Canada. As per the Canada Summer Jobs eligibility criteria, the applicant must be between the ages of 15-30, have a valid SIN, and be a Canadian Citizen, Permanent Resident, or person who has been granted Refugee status in Canada. Please note that international students, and those who are in Canada on a work, youth, or visitor visa/permit, are not eligible for the program.

**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:**

- Outreach: participate in outreach events to promote programs and activities; disseminate program information in community e.g.: pharmacies, community health centres and primary care physician offices.
- Program support: clerical tasks, assist with in-person and online program delivery, assist seniors with tech support in-person and online or over the telephone.
- Data: collect qualitative and quantitative statistical data, assist Catalyst Team with data entry.
- Program evaluation: administer Older Adult Centre survey to participants and caregivers, collate and analyse survey data.

## Internal/External

- Co-facilitate community engagement sessions and support our community collaboration with Toronto Island Citizens Association (TICA).
- Provide support to OAC Program Teams as required.
- Setting up activity space and equipment.
- Provide support to Catalyst Team and unit director as required.
- Assist Meals-on-Wheels Team delivering meals to participants as needed.
- As a team member of the Older Adult Centre Unit, participate in the delivery of House-wide events, and other activities as required.

### Qualifications:

- Possess strong interpersonal skills.
- Possess strong computer skills.
- Strong ability to tell a story through data.
- Good understanding of data collection approaches and analysis.
- Good understanding of participants self-determination and demonstrated respect for participants confidentiality and privacy.
- Interested in learning and passionate about working in a community centre environment.
- Be comfortable working in a multicultural and multilanguage environment dealing with persons from diverse cultures and life experiences.
- Be able to work independently as well collectively as part of a team.
- Be available to work flexible hours, that may include Saturdays and evenings.
- Ability to travel to multiple program locations and in the community including Toronto Island/Shaw House.

<b>Status:</b>	Full Time Summer Contract for 280 Hours (Non-Bargaining Unit Position)
<b>Existing Vacancy:</b>	Yes
<b>Start Date:</b>	June 29, 2026
<b>Location:</b>	248 Ossington Ave., Toronto Island and occasionally remotely
<b>Hours:</b>	35 hours per week
<b>Rate:</b>	\$23.92 per hour
<b>Unit:</b>	Older Adult Centre
<b>Immediate Supervisor:</b>	Coordinator, OAC Catalyst Team
<b>Posting Date:</b>	May 13, 2026
<b>Closing Date:</b>	May 27, 2026

**Please submit your cover letter and resume clearly indicating “Seniors Community and Social Services Intern - 248 Ossington Ave. and Toronto Island” in the subject line by 5:00 p.m. on the closing date to:**

Hiring Committee  
248 Ossington Ave.  
Toronto, ON  
M6J 3A2  
[jobs@westnh.org](mailto:jobs@westnh.org)