

West Active Living & Learning Centre Program Assistant

West Neighbourhood House, formerly St. Christopher 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 Centre (WALLC) requires a bilingual **English-Portuguese-speaking** individual to assist with programming and engagement of older adults in activities that contribute to their health and wellbeing.

West Neighbourhood House is actively seeking qualified applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons 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:

- Interpreting at workshops and meetings for WALLC participants;
- Assisting in planning, set up, facilitation and evaluation of weekly activities and special events;
- Assisting with written translation of program materials;
- Providing support to program participants;
- Collecting and inputting statistical data;
- Supporting volunteers in their work; including safe food handling and food preparation;
- Performing other duties as required.

Qualifications:

- Demonstrated knowledge of the strengths, needs and challenges older adults face within a diverse setting, as obtained through experience and/or education;
- Good understanding of group dynamics and of community development;
- Good knowledge of seniors active living programs;
- Knowledge of community support services and other community resources;
- Excellent interpersonal skills;
- Facilitation skills in exercise, music, art, food and nutrition considered an asset;
- Good language skills in English and **Portuguese** to translate materials, provide interpretation at meetings and to interact with program participants and volunteers.

Internal Job Posting

Status:	Temporary Contract to September 2026 (CUPE Local 3393 Bargaining Unit Position)
Existing Vacancy:	Yes
Start Date:	ASAP
Hours:	21 hours per week (Tuesday, Thursday, Saturday)
Rate:	\$22.54 per hour
Unit:	Older Adult Centre
Immediate Supervisor:	Manager, Community Programs, Older Adult Centre
Posting Date:	March 10, 2026
Closing Date:	March 17, 2026

Please submit your cover letter and resume clearly indicating “West Active Living and Learning Centre Program Assistant” by 5 p.m. on the closing date to:

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