



Malvern Family Resource Centre
90 Littles Road, Scarborough, ON M1B 5E2
☎(416) 284-4184 ★ Fax 416-293-1997
Website: www.mfrc.org ★ Email: mail@mfrc.org

Seniors Program Assistant
JOB POSTING

Summary:

To provide program, research and office support to the expanding services of the Seniors Centre

Responsibilities:

- Maintain effective documentation and timely reporting as directed
- Provide assistance to supervisor to complete projects as assigned
- Coordinate and implement outings for seniors in the Summer Trip Series
- Assist in creating a team atmosphere with co-workers, placement students, volunteers, advisory committee members, and clients
- Facilitate and support programming for diverse seniors as required
- Support the engagement of seniors as Peer Leaders in the Seniors Programs
- Plan and support any special events such as information fairs, summer picnics, and more
- Support registration and documentation for program (including attendance and statistics)
- Provide information and referral as needed
- Ensure agency and standard health and safety protocols are followed
- Additional duties as required

Necessary Skills/Qualifications:

- Currently enrolled in relevant post-secondary education (i.e. Gerontology, Social Work, Social Service Worker, etc.)
- Enjoys working with Seniors
- Excellent interpersonal, verbal and written communication skills
- Ability to communicate with sensitivity to clients from diverse language and cultural backgrounds
- Good working knowledge of computers and appropriate software
- Multi-tasking abilities and good organizational skills
- Commitment to anti-racism and non-discrimination practices
- Ability to comply with policies regarding confidentiality, privacy and record keeping
- Ability to work independently and as part of a team
- Police reference check is required

Hours & Rate of Pay:

This position is 8 weeks beginning on July 3rd, 2018 to August 24th 2018 at minimum wage for 30 hours per week. Candidates for this position must be between the ages of 15-30 at the start of their employment. Candidates must be registered as full-time students in the previous academic year and intending to return to school on a full-time basis in the coming academic year. Candidates must also be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred and must be legally entitled to work in Canada in accordance with provincial regulations. Candidates must also be able to commit to full contract duration.

Accountability:

Position will report to the Manager of Community & Family Programs & Services

Closing Date: Tuesday May 15th 5:00 pm - Please send resume and cover letter to asemenuk@mfrc.org as one document with your name appearing 'First Name Last Name – Seniors Program Assistant (CSJ)' as the attached file name. Please note that applications will be reviewed and may be contacted on a rolling basis before the closing date. No phone calls please!

Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at aoda@mfrc.org (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered.)



United Way
Toronto & York Region

Satellite Site: 1321 Neilson Road, Scarborough, ON, M1B 3C2

☎416-281-1376

FAX 416-281-8898

"Strengthening Families is Our Business"