



Employment Opportunity

Mission Statement: Senior Persons Living Connected supports healthy aging by providing client-centered housing, programs and services that meet the needs of diverse older adults

Position: Programs Assistant (Summer Position)
Hours of Work: 30 hours per week
Duration: 7 weeks
Report to: Programs Manager Community Health Promotion
Respond to: Human Resources Coordinator, email: hrd@splc.ca or fax: 416-493-3391

This position is made possible through Canada Summer Jobs, an initiative of the Summer Work Experience Program of Human Resources Development Canada.

Position Summary

- The Programs Assistant will assist the Community Health Promotion Programs department in providing outreach to isolated seniors and encouraging them to be active in the local community by participating in social and recreational activities. In addition, local talents will be utilized to make contributions in the community.

Responsibilities and Duties

- Assists with promotion, outreach, display set-up, registration, and administrative work of program for seniors e.g. collect and compile feedback of surveys; telephone / send emails or call to invite seniors or program partners participation
- Assists with the planning and implementation of community events

Education

- Current enrollment in a Social Services Worker, Recreation, Community Services Worker program with a recognized College/ University, or equivalent

Skills & Experience:

- Knowledge of active and healthy living
- Experience working with volunteers and seniors
- Experience planning and delivering community events and programs an asset
- Ability to speak a second language an asset
- Able to work on some evenings and weekends
- Outgoing & energetic
- Attention to detail
- Excellent verbal and written communication skills
- Good interpersonal and problem solving skills
- Ability to work both independently and as part of a multi-cultural team

Additional Qualifications

Eligible candidates must:

- be between 15 and 30 years of age at the start of employment
- have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- be legally entitled to work in Canada

Rate of Pay: \$11.75 per hour

Please submit resume by **June 23, 2017** to hrd@splc.ca with the title of the position in the subject line

Senior Persons Living Connected is a diverse work environment. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided if needed in accordance with the Ontario Human Rights Code and AODA.

While we thank all applicants for their interest, only those applicants selected for interview will be contacted.