

### **Activity Planner, West Active Living and Learning Centre (WALLC)**

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.

West Neighbourhood House seeks a highly motivated individual to join its Seniors Community Development team. The individual selected for this hybrid position (in-person and remotely) will be responsible for the WALLC Program.

The successful candidate will be familiar with community development model used in program planning, delivery, and evaluation, with focus on diversity, equity, and inclusion. They will bring an excellent interpersonal and communication skills as well as artistic talents and skills to be used in program cultural animation. As a member of the Seniors Community Development team, the successful candidate will also participate in team, Unit and House-wide activities as required.

**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:**

- Preparing the Centre for its daily operation, organising and setting-up for various recreational, social, and educational activities, in-person and virtually.
- Co-creating individualized activity plans with participants.
- Delivering activities or ensuring they are delivered by volunteers or external service providers.
- Implementing new activities and programs using creative mediums and popular education techniques.
- Monitoring daily activities and participants' interactions to ensure a safe and inclusive environment for all, resolving crises or conflicts between members.
- Working with the program coordinator in facilitating the involvement of seniors/volunteers in program planning/delivery and operation of the Centre, co-facilitating Volunteer Team meetings.
- Identifying new talents, strengths and community development opportunities.
- Recording and maintaining participants attendance lists, compiling monthly statistics or other records as required by program.
- Organising events by engaging groups of volunteers in all aspects of the planning, implementation including co-ordinating logistics, promotion, food, entertainment, transportation, interpretation and well as event evaluation.

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

## External Job Posting

- Preparing WALLC quarterly activity plans in conjunction with the Team Leader and other staff, contributing to the publication of the OAC newsletter.
- Participating as a team member of Older Adult Centre Unit, in-House committees, events, and activities, performing other related duties as required.

### Qualifications:

- Excellent knowledge of community-based seniors programming in a multi-cultural, multi-lingual environment, with particular emphasis on the effects of the ageing process, the capabilities and limitations of seniors **as obtained through experience or training and education in recreation management, gerontology activation, community development or community nursing.**
- Excellent knowledge and demonstrable skills in leadership development, group dynamics and facilitation styles, community development, needs assessment, problem-solving and conflict resolution, de-escalation, and mediation between individuals.
- Familiarity with the types of issues facing low-income seniors from diverse cultural backgrounds, including social isolation, discrimination, elderly abuse, racism, illiteracy, poor English communication skills, frailty, and a lack of knowledge of health or social issues impacting seniors.
- Ability to participate physically in the Centre's activities and assist in set-up for activities.
- Excellent knowledge of Zoom, Messenger, Facebook, Skype, WhatsApp, and other online platforms is required.
- Excellent working knowledge of virtual work environments and Office 365.
- Ability to use database.
- Good understanding of the programs and services available to the community to refer participants to Integrated Intake or to case management for reassessment.
- Excellent planning and organisational skills are required to plan, schedule, and implement a variety of social, recreational, and educational activities and special events.
- Excellent interpersonal and cross cultural written and verbal communication skills to interact with participants, facilitate groups, negotiate with service providers, and prepare articles, PSAs and write for the newsletter.
- Ability to engage participants in creative and artistic ways e.g. Music, dance, visual arts etc.
- Availability to work evenings and weekends as required.

<b>Status:</b>	Permanent Full Time (CUPE Local 3393 Bargaining Unit Position)
<b>Existing Vacancy:</b>	Yes
<b>Start Date:</b>	ASAP
<b>Hours:</b>	35 hours per week (evenings and weekends required)
<b>Rate:</b>	\$26.95 per hour (4 weeks' vacation, paid sick days, 3 floater days, full benefits package after 3 months, Multi-Sector Pension Plan after 6 months)
<b>Unit:</b>	Older Adult Centre
<b>Immediate Supervisor:</b>	Manager of Community Programs
<b>Posting Date:</b>	March 6, 2026
<b>Closing Date:</b>	March 20, 2026

## External Job Posting

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**Please send your resume and cover letter clearly indicating “Activity Planner, West Active Living and Learning Centre by 5:00 pm on the closing date to:**

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