

<b>Job Title:</b>	<b>Community Program Assistant - Volunteer</b>
<b>Location:</b>	On-site Peel Senior Link locations (Mississauga/ Brampton)

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#### **Job Details**

Peel Senior Link, a non-profit charitable organization established in 1991, provides supports for daily living to seniors, to clients across 11 designated senior's buildings and neighborhoods, in the Region of Peel. Peel Senior Link maximizes independent living--helping seniors live with dignity, stability and safety. Peel Senior Link is funded by the Ministry of Health and Long-Term Care through Ontario Health (Central), grants, and personal and corporate donations.

#### **Position Summary:**

We are seeking a volunteer to support the Community Development Coordinator with implementing and overseeing the seniors active living centre programs and activities in the Peel region.

#### **Duties/Responsibilities:**

- Liaise with Community Development Coordinator to implement and oversee innovative seniors active living centre programs and activities that serve the senior community.
- Assist in the development and implementation of supportive services and activities.
- Distribute appropriate active living program / activity / service communications including flyers and newsletters to market program and to ensure isolated individuals are engaged.
- Co-facilitating group activities based on arts and crafts.
- Assisting in implementing weekly/monthly recreational and educational programs for older adults and practicing 1:1 sessions.
- Support seniors research.

#### **Requirements:**

- Self-starter who is coachable and completes tasks with minimal supervision
- Highly organized and able to effectively prioritize
- Excellent organizational, problem solving
- Self-motivated, pro-active, persistent and driven
- Flexible, adaptable and responsive to change
- Good understanding of Microsoft Office Suite
- Strong written and oral communication skills
- Quick learner with a "can do" attitude
- Reliable transportation is required as the student will have to visit different sites on the same day (morning 10:00am – 12:00pm, afternoon 1:30pm – 3:30pm)
- Clear Police Record Check & Vulnerable Sector Check (completed in the last 6 months)

We thank everyone for their expression of interest; however, only those candidates selected for an interview will be contacted.

Peel Senior Link is committed to developing an inclusive, barrier-free selection process and work environment. If you require accommodation at any stage of the recruitment and selection process, please contact Human Resources at 905 712 4413 x326.

Peel Senior Link has a mandatory vaccination policy for all employees in order to protect our clients, our staff, and the communities we work in. All job applicants will be required to declare their vaccination status during the recruitment process. As a condition of employment, all new hires must be fully vaccinated and provide proof of their vaccination. Peel Senior Link will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

To learn more about Peel Senior Link please visit:

<https://peelseniorlink.com/about-us/>