



Patron
Alan Tonks

Patron
Councillor Frances Nunziata

May 2018

York West Active Living Centre (YWALC) is currently seeking an energetic hard working student for a summer position as a Program Aid. The start date of this position is July 9th, 2018, for 7 weeks.

Please note that applicant:

- be between 15 and 30 years of age at the start of the employment
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act* for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- will receive compensation at \$14.00 per hour based on a 30 hour work week

*Foreign students are not eligible.

Please review job description below.

Interested individuals should forward their resume with "Program Aid Resume" in the subject line to info@ywalc.ca **no later than June 15, 2018**.

York West Active Living Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted.

Only candidates to be interviewed will be contacted. No phone calls please.



This position is funded through Canada Summer Jobs.

Stay Active
1901 Weston Rd. Weston M9N 3P5

Be Fit
416.245.4395
Charitable Number 119306777RR0001

Live Well
www.ywalc.ca



Patron
Alan Tonks

Position Title: Program Aid
Reporting to: Manager, Direct Services
Probation period: 2 weeks from start date

Patron
Councillor Frances Nunziata

Position Type: 7 week contract
Hours of work: 30 hours per week

The incumbent reports to the Manager, Direct Services and works directly with front line program staff, students, paid program instructors and volunteers.

Responsibilities:

- Assist the Chef with the lunch program – setting tables, light food prep, serving meals, washing dishes
- Maintain, order and monitor inventory of office and program supplies, program equipment
 - Other duties that may be deemed appropriate from time to time which are within the ability of the Program Aide
 - Program duties to include but not limited to: answering the phone, transferring calls to appropriate areas/voicemails, booking appointments for various clinics/services, faxing, photocopying, greeting participants
 - Daily administration of programs, services, trips and clinics; attendance sheets, phone calls
 - Perform a daily physical check of office equipment and space reporting any damages, etc
 - Create and distribute flyers for events

Qualifications:

- Interest in Recreation and Leisure Service program an asset
- Some job related experience
- Excellent knowledge of Microsoft Office Applications, social media outlets
- High degree of interpersonal skills, including verbal and written communication.
- Second language, Spanish or Italian, would be an asset

Working conditions/requirements:

- Must be able to concentrate in an environment that provides constant interruption and change.
- This position requires daily lifting, carrying, stretching, walking and standing as an essential job function.
- Must be willing to work occasional evenings or weekends.
- Must be able to multi-task
- Must be a team player