

Job Description

Job title	Older Adult Program Worker for Older Adult Services (Part-time, 30 hours/week, 6 months contract)
Reports to	Older Adult Services Director

Centre Overview

[105 Gibson Centre](#) (105GC) is a faith-based community care centre, established by the [Toronto Christian Community Church](#) (TCCC) in 2013. Striving towards equity, belonging, and wholeness, our vision is to be good neighbours who provide hope in God, transforming people by building an inclusive, caring, and engaged community together with local partners. Our mission is to serve the local and those in need, and to share with them the compassion and hope of Jesus (Luke 4:18, Micah 6:8).

Reporting structure

This is a community services position, reporting to the Older Adult Services Director.

Position Summary

We are looking for a passionate, self-motivated, and dedicated individual to join our team as a Program Worker, committed to enhancing the well-being and enriching the lives of our senior community.

The primary responsibility of this role is to take the lead in designing, implementing, and evaluating a wide range of programs and services within Older Adult Services, tailored to meet the unique needs of older adults, including but not limited to social engagement, recreational and health promotion activities, and special events.

This position requires exceptional interpersonal skills, strong organizational abilities, and a deep commitment to serving older adults. Reporting to the Older Adult Services Director, the successful candidate will be part of a diverse team dedicated to fostering a vibrant and supportive community for seniors.

Qualifications

Personal Qualifications:

- a) Subscribe to TCCC's [Tenets of Faith](#) and 105GC's vision, mission and values. Kingdom-minded, with the best interest of TCCC and 105GC in mind always instead of only focusing on one's own role and responsibilities.
- b) Committed and spiritually mature disciple of Christ.
- c) Deeply passionate about serving older adults in the community, embracing all ethnicities, cultures, and languages.
- d) A warm and welcoming presence, dedicated to fostering a positive and inclusive environment. Compassion, patience, and a genuine desire to positively impact older adults' lives.
- e) Ability to maintain confidentiality and handle sensitive information with discretion.
- f) A proactive mindset with keen attention to detail and a consistently positive attitude.
- g) Flexibility to work evenings or weekends as needed to support services and programs.
- h) Fluent in written and spoken English and Cantonese; proficiency in Mandarin is an asset.

Education and Experience Qualifications:

- a) Education: Services Worker diploma, or equivalent.
- b) Experience:
 - Proven experience in program coordination, preferably in an Older Adult care or community services setting.
 - Strong knowledge of older adults' physical, emotional, and social needs.
 - Previous experience in the Dementia Care program is an asset.
- c) Demonstrates an ability to apply Biblical and moral principles in real-life situations.
- d) Skills:
 - Excellent communication and interpersonal skills, with the ability to engage and assist a diverse group of Older Adults.
 - Strong organizational and time-management skills, with the ability to multitask and prioritize in a fast-paced environment.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other office software (e.g., Google Workspace).
 - Ability to work collaboratively as part of a team while also being able to handle tasks independently.
 - Strong problem-solving skills and the ability to address client issues in a calm, effective manner.
- e) Leadership and Teamwork:
 - Ability to inspire and coordinate volunteers, delegating tasks effectively and fostering a collaborative environment.
 - A team player with the ability to work closely with staff, volunteers, and clients.

Duties and responsibilities

- a) Design and develop comprehensive program strategies and initiatives for Older Adults, taking into account their physical, social, emotional, and cognitive needs.
- b) Coordinate and oversee a variety of programs.
- c) Ensure that programs are accessible, inclusive, and culturally sensitive, considering the diverse backgrounds and abilities of older adults.
- d) Collaborate with internal teams, community partners, and volunteers to plan and execute program activities effectively.
- e) Build positive relationships with older adults and caregivers, fostering a supportive and caring environment.
- f) Provide guidance, resources, and support to older adults, assisting them in accessing community services and addressing their concerns.
- g) Maintain accurate program records, including participant data, attendance records, and program evaluations.
- h) Prepare regular reports on program activities, outcomes, and participant feedback for internal and external stakeholders.
- i) Ensure compliance with relevant regulations and policies related to program delivery and participant safety.
- j) Perform other duties as directed by the Director of Older Adult Services.

Working conditions

- a) The position may require occasional evening and weekend hours to support Older Adult programs and events.
- b) Fast-paced, team-oriented environment with a strong emphasis on community services and engagement.
- c) Office-based at the centre, with occasional travel or off-site events as needed.

Application

Interested candidates, please apply with a cover letter and full resume to:

Human Resources

105 Gibson Centre

105 Gibson Drive, Markham, ON L3R 3K7

Email: hadmin@105gibson.com

Application deadline: Aug 22, 2025.

We thank all applicants; however, only those considered for an interview will be contacted.