



Job posting for 105 Gibson Centre

About 105 Gibson Centre

Situated at 105 Gibson Drive in Markham, 105 Gibson Centre is a 47,000-square-foot Christian centre. Our mission is to serve the locals and those in need, and to share with them the compassion and hope of Jesus. We provide relevant and diversified social services, such as youth and older adults programs, community education, food bank, cultural and recreational activities. 105 Gibson Centre also partners with various local organizations to provide comprehensive tailor-made services to the community. 105 Gibson Centre opened in Oct 2013 and runs for around 80 hours a week. We have captured 50,000 visits through rental and programs and 7,000 individuals have registered in our programs or services.

We are looking for a candidate for the following post immediately:

Abundant Life Institute Manager (Full-time Position)

105 Gibson Abundant Life Institute ("ALI") is to serve those 55 years old or older by providing a lifelong learning opportunities through courses and activities to expand their horizons and empower them to develop a healthy life in their retirement years.

We are looking for a caring and compassionate individual who love to serve older adults and the community. As the ALI Manager you would be responsible for the effective administration and implementation of all ALI programs and activities to meet user and community needs. This position reports to Director of Older Adult Services.

This position is responsible for but not limited to:

- Support and assist the Director of Older Adult Services to design, develop, organize and coordinate ALI curriculum and programs
- Execute ALI strategies to achieve performance targets
- Monitor and evaluate user feedback, quality and effectiveness of ALI services and activities to meet the changing user needs
- Assess and analyze user activity and leisure requirements, interests, and abilities in order to facilitate program/activity improvements
- Foster and maintain a safe, secure and caring environment for users to enjoy
- Meet with Marketing team regularly to develop promotion strategy
- Liaise and work collaboratively with outside agencies, Christian organizations, churches and health care units in the delivery of programs and services.
- Develop and maintain good record systems for registration and attendance tracking
- Identify instructor needs and participate in the recruitment process

- Organize multiple instructors / volunteers functions throughout the year to foster team spirit to enhance and support service delivery
- Develop training plans and provide training as needed
- Provide students with emotional care, as needed
- Perform other duties as may be required
- May require duties outside of regular work hours when necessary

Skills / Qualifications:

- Bachelor degree in Education and/or equivalent
- Minimum five years' supervisory experience in education institution
- Proven ability to work with older adults in an inclusive and respectful manner
- Knowledge of community supports and services for older adults
- Experience in organizing and supervising programs / events / activities
- Good listening and verbal/written communication skills
- Ability to handle multiple tasks and interruptions, and to work effectively both as a manager and team member
- Detail oriented
- Experience in serving Christian Organization
- Language prefer – English, Cantonese and Mandarin

Interested candidates are asked to submit a detailed resume outlining their qualifications and experience to:

Human Resources
 105 Gibson Centre
 105 Gibson Drive, Markham, L3R3K7
 Email: HR@105gibson.com
 Webpage: 105gibson.com

Deadline for applications: Dec 22, 2019

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