



Job Posting

East Wellington Community Services (EWCS) is seeking a full-time Program Coordinator for **Older Adult Programs**.

East Wellington Community Services (EWCS) is a community-impact organization supporting the health, social, and well-being needs of individuals and families across East Wellington. We deliver integrated, client-focused services that promote dignity, inclusion, and quality of life—working in collaboration with community partners to meet evolving needs.

We are seeking a compassionate and experienced Program Coordinator to support the delivery and day-to-day operations of our Older Adult Services, including the Adult Day and Community Personal Support Worker Programs.

This role blends hands-on program facilitation, staff leadership, and administrative coordination. You will play a key role in ensuring high-quality, client-centred programming.

This is an ideal opportunity for someone who thrives in a dynamic environment and is passionate about supporting older adults living with complex physical, cognitive, and social needs.

Position Overview: Leads and demonstrates provision of safe, client and family-focused quality care within the Older Adult Services program. Coordinates the implementation and delivery of stimulating programs that promote wellness and dignity amongst adults with physical, cognitive, social, medical and mental health issues. Supports the day-to-day operations of the Adult Day and Community Personal Support Worker Programs through program facilitation, staff oversight and development, administrative coordination and quality improvement activities.

Provides leadership support to Personal Support Workers, Facilitators, volunteers and students, including training, mentoring and ensuring adherence to best practices, while contributing to the overall effectiveness and outcomes of the program. This position requires you to be good on your feet; standing, walking and moving for extended periods.

Skills/Qualification Criteria:

- Post-secondary education in gerontology, recreation, social services, personal support work or related field.
- Minimum 3–5 years' experience working with frail elderly persons with various dementias and Alzheimer's.
- Demonstrated experience in program coordination, staff mentorship or leadership within a health or community service setting.
- Knowledge and understanding of Personal Support in relation to Activities of Daily Living and care planning.
- Proven administrative experience with strong organizational skills
- Experience in budgeting related to program operations
- Program management skills with the ability to plan, execute, and evaluate community initiatives

- Supervising experience with the ability to lead teams effectively
- Excellent communication skills for engaging with older adults, staff, volunteers, and community partners
- Compassionate attitude with a commitment to enhancing quality of life for older adults
- Strong computer skills; proficiency in Microsoft Office, Excel, Outlook and program documentation systems.
- GPA, P.I.E.C.E.S., U- First, SMART exercise training, Montessori and Safe Food Handling Certificates an asset
- Current First Aid/CPR Certificate (Level C).
- Valid driver's license and reliable transportation.

Please submit your resume via email by June 22, 2026 at 11:59pm to Kari Simpson at kari.s@ew-cs.com

East Wellington Community Services accommodates the needs of applicants throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and Human Rights legislation. Should you require it, accommodation can be made at any point, upon request.

East Wellington Community Services recognizes that diversity strengthens our community. We are committed to promoting diversity, equity, and inclusion in our workforce. We believe in equitable opportunities for all and encourage cultural diversity as part of the recruitment and selection processes. We welcome applications from qualified individuals from diverse backgrounds, experiences, abilities, and perspectives to enrich our collective growth and learning.