



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Regular Part-Time Day Program Coordinator **Job ID:** J0926-0232

Department: OSCC 55+ **Branch:** Oshawa Senior Citizens Centres

Location: Faith Place, Oshawa, ON.

Posting Start Date: 2026/09/21 **Posting End Date:** 2026/09/29 by 4:30pm

Employment Group: 251 **Salary Grade:** 7 – \$37.95 - \$42.15 per hour

Standard Weekly Hours of Work: Up to 24 hours **Shift Work Required:** No

Reporting to the Supervisor, Adult Day Program, or designate, the Day Program Coordinator assists in the delivery of Adult Day Program activities and provides personal care support to participants at the Oshawa Senior Citizens Centres.

Responsibilities:

- Assist with Adult Day Program Service including implementing activities and programs and monitoring clients with assistive devices
- Assist with planning and coordination by researching various activities, excursions and special events and assisting with implementation of celebrations
- Assist with Program Administration including advising caregivers of times and changes in transportation services, providing orientation, training and task delegation to students, volunteers and new staff, taking daily attendance, noon meal hours and tallying daily costs incurred
- Provide participants with attendant and personal care
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust

- Other duties as assigned

Requirements:

- Two (2) year diploma in Recreation or Gerontology from a recognized college
- PSW (Personal Support Worker) or Restorative Care certificate from a recognized institution
- One (1) year relevant experience working primarily with older adults, or have an equivalent combination of formal education and relevant experience
- Demonstrated interest in working with older adults and possess personal qualities of maturity and tact
- Demonstrated ability to provide attendant and personal care
- Ability to develop and maintain effective working relationships with clients and staff
- Ability to communicate effectively, both orally and in writing
- Experience planning and implementing activity programs for older adults
- Hold current First Aid and Cardio-Pulmonary Resuscitation (CPR) certificates or be willing to undertake such programs
- Established skills and experience in Microsoft Office applications and related software
- Ability to provide own transportation for travel between facilities as required

As a condition of employment, the City of Oshawa will require successful candidates to provide a Vulnerable Sector Check and an employment medical.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.