SMITH & TKACZUK HOUSING MANAGEMENT

Administrative Assistant

Smith & Tkaczuk Housing Management is a property management company specializing in the management of non-profit and co-operative housing. We are looking for an individual to complement our team.

The position is for the Scarborough area, at this time, and is 28 hours per week from Monday to Thursday; one evening per week is required. We need a committed individual to start immediately.

The position is responsible for the following duties:

- marketing of vacant units;
- management of unit turnover;
- provide support to the bookkeeper;
- providing clerical support to the Manager and the maintenance worker;
- collecting housing charges;
- income verification;
- data management.

The successful applicant must have strong computer skills and be able to work independently. Priority will be given to candidates who have training in NewViews and HMWorx.

Please forward your resume with salary expectations to:

Smith & Tkaczuk Housing
66 Murrie Street
Toronto, Ontario M8V 1X7
Or
Fax: 416-503-2063

Deadline for applications is June 24, 2009.

Please note that only those applicants selected for an interview will be contacted.

PRIDE WEEK

Rooms available: June 26-29th.

Rooms for Rent!!!

Convenient 10 minute streetcar ride and 20 minute walk to The Village!

Looking for a place to stay for Pride? Campus Co-operative Residence is renting out one of their beautiful Victorian houses in the Annex neighbourhood!

- **FREE** laundry, toilet paper, cleaning supplies, & linens!
- Huge private rooms, kitchen & backyard!

Rates: $75/night (single room)
$90/night (double room)
Group rates available.

Campus Co-operative Residence Inc.

CONTACT:
Phone: 416-979-2161
E-mail: cstikuts@campus.coop

Free YMCA Swim Lessons
Summer 2009

The YMCA of Greater Toronto and The Toronto Star in partnership with Malvern Collegiate Institute are pleased to offer **free** swim lessons for children in grades 4 and 5. The initiative focuses on providing children who have not taken swim lessons in the past, an opportunity to experience quality swim lessons, learn new skills and gain confidence in the water, make friends and have fun.

Children are invited to attend a 30 minute swim lesson once per week for 8 weeks between June 29 and August 21 (no classes July 1 or Aug 3). Swim lessons will take place at Malvern, CI. The days and times available are as follows.

Monday	10:30-11:00am **or** 11:00-11:30am **or** 11:30-12:00pm
Tuesday	10:30-11:00am **or** 11:00-11:30am **or** 11:30-12:00pm
Wednesday	10:30-11:00am **or** 11:00-11:30am **or** 11:30-12:00pm
Thursday	10:30-11:00am **or** 11:00-11:30am **or** 11:30-12:00pm
Friday	10:30-11:00am **or** 11:00-11:30am **or** 11:30-12:00pm

If you are interested, please complete the attached registration form and return it to your school principle or send an email to Metrocentral@ymcagta.org and put "Swim Lessons" as your subject title. Space is limited.

We are excited to be able to provide this wonderful summer experience for your child. If you have any questions please contact Katie Lowe, YMCA Aquatics Supervisor, 416-975-9168 X 480.

YMCA

Co-operative Housing Federation of Toronto Inc.

Co-operative Housing Awards 2009

Century of Co-operation

This year, Century of Co-operation recipients will be honoured at a midday reception in the fall.

Here is how your members would qualify for this award –

Add together the age of the member plus the length of time they have lived in co-op housing. For example, a person who is 80 years old and has lived in co-op housing for 20 years qualifies with an even 100 years.

We will recognize everyone who achieves 100 years or more in 2008.

Please fax this form back to us as soon as possible with the following information:

Please print

Name of the co-op _____

Name of the member_____

Year of birth _____

Years living in co-op housing _____

The fax number is **416 465-8337.**

658 Danforth Avenue, Suite 306, Toronto, Ontario M4J 5B9
Telephone: (416) 465-8688 Fax: (416) 465-8337 E-mail: info@coophousing.com
Web site: www.coophousing.com

Co-operative Housing Federation of Toronto Inc.

Fax to Angela Calderone
Co-operative Housing Federation of Toronto

Fax # 416- 465-8337

From _____

Co-op _____

The Co-operative Housing Awards Night will take place this fall. CHFT's annual Awards Night is a time to

- celebrate the achievements of our co-op communities
- congratulate ourselves on another year of hard work, and
- look forward to a new year of accomplishments.

Last year's Awards Night was a great success. Well over 200 co-op members and friends attended.

Please get your nominations in as soon as possible.

Living in Diversity

This award will honour member co-ops who are working to support and promote diversity within their communities.

_____Please check here if your co-op would like a nomination form.

Housing Co-operative Achievement of the Year

This award is to acknowledge the outstanding achievements of CHFT member co-ops from June 2008 to June 2009.

_____Please check here if your co-op would like a nomination form.

658 Danforth Avenue, Suite 306, Toronto, Ontario M4J 5B9
Telephone: (416) 465-8688 Fax: (416) 465-8337 E-mail: info@coophousing.com
Web site: www.coophousing.com

Co-operative Housing Federation of Toronto Inc.

Best Co-op Newsletter

Newsletters can be an important form of communication in co-ops. This award will be given to the co-op whose newsletter is most readable, informative and entertaining .

_____Please check here if your co-op would like a nomination form.

Best Co-op Web Site

Many co-ops now have their own web site. Voting for this award will take place on-line and will account for 50% of the score. Nominated websites will be voted on by a panel of judges to determine the other 50% of the score.

_____Please check here if your co-op would like a nomination form.

Long-term Contribution

This award recognizes housing co-ops that have combined good management with support for social justice over a number of years. The average age of co-ops who have won this award in past years has been 15 years or older.

_____ Please check here if your co-op would like a nomination form.

Unsung Hero

This award honours co-op members who are making important contributions to their co-op community. Co-op members participate in many ways. This award will recognize the "unsung hero" in your co-op.

_____ Please check here if your co-op would like a nomination form.

Youth Award

This award recognizes a person, committee or a member co-op who has made a contribution towards supporting and mentoring youth in their community.

_____Please check here if your co-op would like a nomination form.

658 Danforth Avenue, Suite 306, Toronto, Ontario M4J 5B9
Telephone: (416) 465-8688 Fax: (416) 465-8337 E-mail: info@coophousing.com
Web site: www.coophousing.com