

KEY CLERK POSITION (TEMPORARY FULL-TIME)

Forty Third Housing Co-operative is hiring a temporary full-time key clerk, to begin in April and last for approximately 16 weeks while renovations are occurring.

The responsibilities of the position include:

- (A) Opening and closing member units, storage areas and other spaces as required;
- (B) Assisting members to prepare their units to ensure that necessary renovations can occur;
- (C) Drafting, copy and deliver notices to members in a timely fashion.
- (D) Helping to resolve problems, such as parking and storage for trades people.
- (E) If necessary, participate in site-meetings
- (F) Help to resolve problems that the members experience or bring forward during the renovation period.

The ideal candidate will have the following skills:

- Familiarity with Excel and Microsoft Word;
- Experience working in a co-operative or non-profit setting with people from diverse backgrounds;
- Patience and a sense of humour;
- Experience working with tradespeople;
- Able to work collaboratively and on your own;
- Conflict resolution experience

Please fax or e-mail your application, including resume and a minimum of three references, to

43rd Housing Co-operative
Fax: 416-252-5795
Email: 43rdcoop@gmail.com

Deadline: March 20, 2010



SWIMMING LESSONS AT QUEEN ALEXANDRA SENIOR PUBLIC SCHOOL

The YMCA of Greater Toronto is a charity offering opportunities for personal growth, community involvement and leadership. Our success is built on our commitment to the Mission of the YMCA. Beginning March 27, the YMCA of Greater Toronto will be offering swimming lessons for children ages 6-12 years at Queen Alexandra Senior Public School located at 181 Broadview Avenue, nearest the intersection of Broadview and Dundas. The focus of this initiative is to provide children and youth with an opportunity to experience quality swimming lessons, learn new skills, gain confidence in the water, meet new friends and have fun.

OUR PROGRAM

Children ages 6-12 years are invited to attend a 30-minute swim lesson once per week for a 10-week session. Lessons begin on Saturday, March 27 and will be offered each Saturday until May 29. The times available are as follows:

10:00AM-10:30AM / 10:30AM-11:00AM / 11:00AM-11:30AM / 11:30AM-12:00PM

OUR STAFF

There will be 24 spaces available for registration at each timeslot. There will be 3 YMCA Swim Instructors in the water with the participants at all times. A YMCA Lesson Supervisor will also be on deck coaching the instructor team, providing additional class assistance and connecting with the parents and guardians.

Our team at Queen Alexandra are highly-trained lifeguards and swim instructors. In addition, they are trained in YMCA Healthy Child Development and have demonstrated a deep commitment to the development of children and youth in Spirit, Mind and Body.

FEES

The cost for registration in the 10 lessons will be \$90.00. The YMCA strives to include all members of the community. Through the YMCA Strong Kids Campaign, families can apply for financial assistance in order to participate in this YMCA program. Assistance is arranged on an individual basis. Please contact Katie Lowe at 416-975-9168 x480 or katie.lowe@ymcagta.org for an individual assessment.

REGISTRATION

We are excited to be able to provide this wonderful experience for your child. If you would like to register for this exciting opportunity today, you can do so over the phone by speaking to an agent in the YMCA Contact Centre at 416-928-9622.

If you are interested in participating in the lessons and would like more information, please contact Katie Lowe at 416-975-9168 x480 or katie.lowe@ymcagta.org.