



**Job Posting**  
**Mentor Program Relief Staff**

The Ralph Thornton Community Centre (RTCC) is a dynamic neighbourhood centre involved in community development, social justice and environmental issues in South Riverdale. We collaborate with others to create a healthy, inclusive and vibrant community.

We are seeking Relief Staff for the Youth-Children Mentor Program (Monday to Thursday, 3:00 pm to 6:00 pm). The Program offers services to children in areas of schoolwork, learning habits, cultural adaptation and problem solving skills through one-on-one mentoring by youth volunteers and groups. The Program gives youth an opportunity to develop their leadership skills, increase their self-confidence and self-esteem as well as increase their sense of belonging to the community.

Successful candidates will also be eligible for relief shifts for other Children and Youth programs currently operating at the Ralph Thornton Community Centre. These programs are for children aged 6 to 12 years old and include the Mentor Summer Camp (July to August, Monday to Thursday, 1:00 pm to 4:30pm, with some extended hours on field trip days), After School Program (Monday to Friday, 3:00 pm to 6:00 pm), and all day PA Day and March Break camps (aligned with the Toronto District School Board dates).

These positions are to provide vacation and sick day relief for permanent staff.

**Responsibilities:**

- Provide program support and/or program delivery on an as needed, casual basis to a variety of RTCC operated children and youth programs;
- Implement program using plan provided by co-ordinator;
- Supervise children in the program and ensure their safety while in program;
- Work with children to foster growth and development;
- Organize and lead small group games and physical activities for the children;
- Provide homework assistance for those children who require it;
- Ensure that daily snacks are prepared and served to the children;
- Manage behavioral issues and group conflicts between the children;
- Document, and report all incidents involving staff, volunteers/placement students or participants immediately to Program Co-ordinator and/or Program Director;
- Actively participate in training sessions, planning sessions, staff meetings as required;
- Maintain a clean, healthy and safe environment within the Centre and ensure that program equipment is clean and stored appropriately at the end of each day;
- Practice a precautionous and hands-off approach when managing or evicting people who create safety concerns;
- Maintain a "green" or environmentally sensitive approach in all the work;
- For After School Program relief, meet children at designated school pick up area and lead them safely to program area;

- Provide emergency backup and assistance on weekdays and weekends on an “on call” basis for: Reception, Weekend Staff, and Program Staff;
- Perform other duties as required.

**Qualifications:**

- Fluency in Mandarin and/or Cantonese and familiarity with the Chinese culture an asset;
- First Aid/Level C CPR Certification (or willingness to obtain prior to the start of the contract);
- Food Handler Certificate (or willingness to obtain prior to the start of the contract) an asset;
- HIGH FIVE Certification an asset;
- ECA and/or ECE certification an asset;
- Experience working with children and youth;
- Activity planning experience an asset;
- Problem solving and conflict management skills and professional interpersonal skills with the public;
- A working knowledge of personal and public safety;
- Knowledge and integration of anti-racism, anti-oppression principles;
- Strong interpersonal skills with the ability to function effectively with or without supervision;
- Excellent communication skills (oral and written);
- Excellent organizational, time management and planning skills;
- Knowledge about immigrant/newcomer issues, resources and supports in the community;
- Knowledge about child and youth development and learning styles an asset;
- Knowledge of the Riverdale community an asset;
- Experience (employment or volunteer) in a non-profit community organization an asset.

*A Vulnerable Sector Screening (police reference check) is required by the successful candidate prior to hiring.*

**Rate of Pay:** \$19.05 to \$22.79 (CUPE L. 2998 Wage Schedule 2017, Wage Grade 4)

**Hours:** Variable. Applicants must have some availability from 3 pm to 6 pm, Monday to Thursday)

**Closing Date for Application:** **This posting is ongoing. Candidates will be interviewed periodically.**

Please send resume and cover letter by fax, email or mail to:

Glenn Gustafson, Business Manager [glenn@ralphthornton.org](mailto:glenn@ralphthornton.org)

Ralph Thornton Community Centre  
765 Queen St. East  
Toronto, M4M 1H3  
Fax: 416 392 0025

Subject Line: Mentor Program Relief Staff, Ralph Thornton Community Centre

In accordance with our collective agreement, members of CUPE 2998 will be considered first.

*We thank all applicants. Only those selected for an interview will be contacted.*