



Job Posting

Children & Youth Program 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 Staff for Children and Youth programs currently operating at the Ralph Thornton Community Centre. The programs are for children aged 6 to 12 years old and include the After School Program (Monday to Friday, 3:00 pm to 6:00 pm), and all day (8:00 am to 6:00 pm) PA Day and March Break camps (aligned with the Toronto District School Board dates). Successful candidates will also be eligible for relief shifts with the Mentor Program (Monday to Thursday, 3:00 pm to 6:00 pm) and the Mentor Summer Camp (July to August, Monday to Thursday, 1:00 pm to 4:30pm, with some extended hours on field trip days). These positions are for scheduled shifts in the programs and/or to provide vacation and sick day relief for permanent staff, as required.

Responsibilities:

- Provide program support and/or program delivery on an as needed, casual basis to a variety of RTCC operated children and youth programs;
- Meet children at designated school pick up area and lead them safely to program area;
- 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;
- Assist Program Co-ordinator in the preparation and facilitation of programs/activities;
- 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 precautious and hands-off approach when managing or evicting people who create safety concerns;
- Maintain a "green" or environmentally sensitive approach in all the work;
- 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:

- Experience working with children and youth;
- ECA and/or ECE certification 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;
- 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, under 18 hours per week (schedule to be determined, but applicants must have some availability from 3 pm to 6 pm, Monday to Friday)

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 glenng@ralphthornton.org

Ralph Thornton Community Centre

765 Queen St. East

Toronto, M4M 1H3

Fax: 416 392 0025

Subject Line: Children & Youth Program 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.