



Children & Youth Program Coordinator (10 Month Temporary Contract)

Ralph Thornton Community Centre

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 one (1) staff person as a coordinator for two programs for children aged 6 to 12 years old, currently operating at the Ralph Thornton Community Centre: the After School Program (Monday to Friday, 3 pm to 6 pm, with additional hours for program planning); Out of School Programs (all day P.A. Day camps scheduled on the TDSB calendar). This is a temporary full time position to cover for staff on a voluntary leave of absence.

Responsibilities:

- Prepare and facilitate programs/activities;
- Supervise and schedule program staff;
- Meet children at designated school pick up area and leading 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 Manager of Strategic Initiatives;
- Supportive program administrative tasks including maintaining program statistics and identify trends and administering the program budget;
- Promotional activities for children's programs;
- Some coordination and oversight of the summer RAC Camp;
- Actively participate in training sessions, planning sessions, staff meetings;
- 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;
- Perform other duties as required.

Qualifications:

- First Aid/Level C CPR Certification (or willingness to obtain prior to the start of the contract);

- HIGH FIVE 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);
- ECA, ECE, social work, and/or child & youth worker certification, degree, or diploma required;
- Experience working with children and youth creating age-appropriate program;
- Problem solving and conflict management skills and professional interpersonal skills with the public;
- Experience building relationships with parents, partners, and agencies an asset;
- Experience scheduling and supervising staff an asset;
- Strong interpersonal skills with the ability to function effectively without supervision;
- Knowledge and experience in supervising and leading support staff;
- Program planning, implementation, evaluation, and group activity facilitation skills required
- A working knowledge of personal and public safety;
- Knowledge and integration of anti-racism, anti-oppression principles;
- Excellent communication skills (oral and written);
- Excellent organizational, time management and planning skills;
- Knowledge about child and youth development and learning styles an asset;
- English language assessment skills, ability to adapt measures, for example to match teaching and learning styles according to children/youth' strengths and needs an asset;
- Knowledge about immigrant/newcomer issues, resources and supports in the community;
- Chinese language skills an asset;
- Knowledge of the Riverdale community an asset;
- Experience (employment or volunteer) in a non-profit community organization an asset.

Rate of Pay: \$22.79 to \$26.71 (CUPE L. 2998 Wage Schedule 2017, Wage Grade 7) + 4% in lieu of benefits

Hours: 35 hours/week, Monday to Friday

Employment Term: Contract to run to 1 April 2020

Start Date: 24 June 2019 (or soon thereafter)

Closing Date for Application: Friday 14 June 2019

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

Glenn Gustafson, Business Manager glenn@ralphthornton.org

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

Subject Line: C&Y Coordinator Contract, 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.