



Job Posting

Children & Youth Programs Staff (Relief)

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 program currently operating at the Ralph Thornton Community Centre. The programs are for children aged 6 to 12 years old and include:

After School Program – recreation (Monday to Friday, 3 hour shift between 2:30 pm and 6:30 pm), and all day (8:00 am to 6:00 pm) PA Day and Spring Break camps (aligned with the Toronto District School Board dates), in-person only.

Mentor Program – language skills (Monday to Thursday, 3:00 pm to 6:00 pm), virtual only until further notice.

These positions are to provide vacation and sick day relief for permanent staff, as required. Applicants do not need to be available for all shifts.

Please note that all employees are required to be fully vaccinated against COVID-19 as a condition of hire, in accordance with the City of Toronto's Mandatory Vaccination Policy.

Responsibilities:

- Provide program support and or/program delivery on an as needed, casual basis to RTCC operated children's programs;
- Meet children at designated school pick up area and lead them safely to program area (After School Program only);
- 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 (in-person only)
- Manage behavioural issues and group conflicts between the children;
- Document and report all incidents involving staff, volunteers/placement students for participants immediately to Program Coordinator and/or Manager of Strategic Initiatives;
- Assist Program Coordinator in the preparation and facilitation of programs/activities for After School Program;
- Act in place of Program Coordinator in the preparation and facilitation of programs/activities for Mentor Program, including administration, hosting virtual sessions, checking in and debriefing volunteers, work-logs, virtual activities and material

- Actively participate in training sessions, planning sessions, staff meetings as required;
- Maintain a clean, healthy and safe environment within the Centre and follow all additional public health protocols;
- Other duties as required

Qualifications:

- Experience working with children and youth;
- ECA and/or ECE certification an asset;
- First Aid/CPR-C 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;
- Familiarity with virtual platforms, particularly Zoom
- Computer literacy skills
- 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 successful candidates prior to hiring.

Rate of Pay: \$19.72 to \$23.59 (CUPE Local 2998 Wage Schedule 2022, Wage Grade 4)

Hours: Variable, replacing regular staff during an absence. (Schedule to be determined, but applicants must have some availability from 2:30 pm to 6:00 pm Monday to Friday)

Please send resume to glenn@ralphthornton.org with the subject heading "Children's Programs, Relief" by

5 pm on Friday 20 May 2022.

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

Accommodation will be provided in all parts of the hiring process, as required under the City of Toronto's Employment Accommodation policy. Applicants are asked to make their needs known in advance.

We thank all applicants. Only those selected for interviews will be contacted.