



Job Posting
Mentor Program Relief Staff – Online Program

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 ONLINE PROGRAM (Wednesday & Thursday, 3:00 pm to 6:00 pm). The Program offers services to children in areas of English language development, learning habits, cultural adaptation and problem-solving skills through one-on-one mentoring by self-esteem as well as increase a 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. These programs include: 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 during online program day.

General 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 and remote activities for the children;
- Provide support on language development activities and individual lessons
- 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;
- Virtual sessions using Zoom and its breakout rooms to pair volunteers with children supporting their individual learning;
- Perform other duties as required

In-Person Responsibilities:

- Ensure that daily snacks are prepared and served to the children
- 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
- Maintain a "green" or environmentally sensitive approach in all the work;
- When working as After School Program relief, meet children at designated school pick up area

and lead them safely to program area;

- Perform other duties as required.

Qualifications:

- Proficiency with online platforms such as Zoom, Google Drive, and Teams is required, with the ability to provide immediate support to volunteers during online sessions.
- Ability to quickly learn and adapt to new technologies and trends;
- First Aid/Level C CPR Certification (or willingness to obtain prior to the start of the contract);
- Experience working with children and youth;
- Activity planning experience, especially for virtual programming
- Problem solving and conflict management skills and professional interpersonal skills;
- 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;

Qualifications Nice to Have (but *not* required)

- Food Handler Certificate (or willingness to obtain prior to the start of the contract)
- HIGH FIVE Certification
- ECA and/or ECE certification
- Knowledge about children language development and ESL learners
- Knowledge about child and youth development and learning styles
- Knowledge of the Riverdale community
- Experience (employment or volunteer) in a non-profit community organization

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

Rate of Pay: \$20.42 to \$24.43 (CUPE L. 2998 Wage Schedule 2024, Wage Grade 4)

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:

Hiring Committee at careers@ralphthornton.org

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.