



Job Posting

Children & Youth Programs Staff (Relief)

The Ralph Thornton Community Center is a City-owned, community managed facility which offers space, support, and service to many community organizations and partners. RTCC is where neighbours meet, events are celebrated, programs are enjoyed, and support is exchanged.

We develop programs, nourish culture, and empower resident action. We work with other agencies, individuals, and groups to build the capacity of a caring, healthy, and vibrant community.

We are seeking **relief 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:

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

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.

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 and ensure their safety while in the 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 Director of Programs;
- Assist Program Coordinator in the preparation and facilitation of programs/activities for After School Program;
- 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;

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;
- Computer literacy skills
- Activity planning experience an asset;
- Problem solving, conflict management, 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: \$20.07 to \$24.01 (CUPE Local 2998 Wage Schedule 2020, 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 careers@ralphthornton.org
with the subject heading “*Children’s Programs, Relief*” by

10:00am on TUESDAY SEPTEMBER 2, 2025

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

Employment Equity Statement: Committed to employment equity, The Ralph Thornton Community Centre encourages applications from Indigenous people, people living with disabilities, Black, Indigenous and People of Colour, 2SLGBTQ+ peoples and women. The Ralph Thornton Community Centre is committed to building an inclusive society and providing an accessible environment in which all individuals have access to the City’s services and program in a way that respects the dignity and independence of all peoples. 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.

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