



Toronto Kiwanis

Opportunity
Changes
Everything

Youth Services Coordinator

Position Type: Full-Time Contract
Period of Contract: 6 months probation
Date Posted: July 11th, 2022
Application Deadline: July 25th, 2022
Start Date: Immediately
Job Region: ON - Metro Toronto Area
Vacancies: 1 (101 Spruce Street location)

BGCTK Toronto Kiwanis has opened our doors to young people, of all backgrounds. Our core values—Belonging, Respect, Encouragement and Support, Working Together, Speaking Out—are built around inclusion and we are proud of the work we do. We stand against systemic racism, prejudice, discrimination, injustice. We acknowledge that our clubs' occupancy is on the traditional territory of the Anishinabek, the Haudenosaunee, and the Wendat peoples. BGCTK acknowledges the land covered by Treaty 13 is held by the Mississaugas of the Credit First Nation. We also recognize the contributions and enduring presence of all First Nations, Métis, and Inuit peoples in Ontario and the rest of Canada. Toronto is within the territory of the Dish with One Spoon Treaty which requires responsibility of those who use the land to share it peaceably and care for it. BGCTK acknowledges this responsibility and recognizes the efforts of these nations in maintaining the land.

Since 1921, BGCTK, has worked with young people and their families, enabling them to develop the life skills, knowledge and values essential to becoming healthy contributing individuals. BGCTK is dedicated to providing young people aged 6-18 with a safe, supportive place to experience new opportunities, overcome barriers and develop confidence and skills for life. BGCTK serves children and youth in Toronto's Regent Park, Moss Park, Downtown East, St. Jamestown and Trinity Bellwoods communities.

Position Overview

The Youth Services Coordinator oversees the planning and implementation of programs for youth in grades 9+ during our after-school, evening period and school breaks in the Regent Park community and reports directly to the Manager of Programs & Services.

101 Spruce Street
Toronto, ON M5A 2J3

www.bgctk.org

Charitable Number
10757 3149 RR0001



Toronto Kiwanis

Responsibilities:

- Initial point of contact for all of those inquiring about Youth Services at BGC Toronto Kiwanis
- Monitor phone calls and emails and respond to all inquiries appropriately and within a reasonable amount of time
- Ensure that all systems and administrative workflows are carried out to achieve the operational goals of Youth Services.
- Schedule tours and coordinate intakes, referrals, screening and member billing.
- Assist in the planning, implementation, administration, monitoring and evaluation of programs for clients between the ages of 13 – 24 years of age, including after-school, evening and as well as break programs (weekend programming/events as required)
- Assist in achieving the goals and objectives of various Youth Services Programs.
- Provide support to the Manager of Programs and Services, including recommending changes to policies, procedures and programs that will serve to improve the Agency's services and performance.
- Provide support to the Children's and Youth After School Program Coordinator, including After School Program, Summer Camp and Break Programs for ages 5 - 12 years of age
- Maintain program registration and relevant statistical information related to necessary funding reports and summaries.
- Ensure all legal and regulatory requirements are being met and report concerns to the Manager of Programs and Services
- Adhere to Youth Services budget in all decisions.
- Participate in fundraising activities, including writing grants and making presentations as requested.
- Submit monthly reports to the Manager of Programs and Services, as required.
- Provide a high degree of customer service to members, families and guests
- Recruit, train and supervise part-time and grant staff, as required.
- Supervise and provide direction to volunteers and placement students/interns
- Provide support to the youth and families involved in the programs of the Clubs.
- Maintain involvement in professional field as a whole to support agency in interpreting trends and make changes to reflect those trends.
- Develop and maintain strong member and community relations / partnerships, including relations with other professional and social services groups within the community at large.
- Will be required to serve on community committees as determined by the Manager of Programs & Services.
- Partake in public relations initiatives to maintain and improve upon the image of the Agency.
- Participate in training and development as required by agency
- Other duties as assigned.



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Requirements:

- College diploma in Social Services, Recreation or a related field required.
- University degree in Social Services or a related field preferred.
- CPR, First Aid and High-Five Certification.
- Able to work evening hours with flexibility to meet needs of program and organization.
- Able to work with young people ages 13 to 24.
- Solid understanding of behaviour management techniques and youth development.
- Basic knowledge of all relevant legislation and youth programming trends.
- Proven ability to plan, organize and implement age appropriate activities and programs.
- Good knowledge of Toronto and surrounding communities.
- Maintain positive professional boundaries while avoiding imposing personal judgments and expectations on families and Participants.
- Strong morals and ethics, along with a commitment to confidentiality / privacy.
- Able to work independently and respond to / make decisions in pressing / emergency situations.
- Excellent verbal, written and interpersonal communication skills.
- Valid Driver's License and insurance and asset and / or have a reliable means of daily transportation.

To apply: Send cover letter and resume to sdelacruz@bgctk.org

Sheilana Dela Cruz – Manager of Programs & Services

We thank all applicants for applying, however, only those selected for an interview will be contacted. Successful candidates must undergo a Criminal Reference Check.

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