

JOB POSTING Program Leaders

Summary:

Reporting to the Coordinator of Children or Youth Services and Site Supervisor, the Program Leaders will support the delivery of exceptional programming and provide positive leadership for members ages 6-12. Our Caring Leaders will ensure our members have a positive experience through providing opportunities to make friends, play, master skills and participate fully in our afterschool, evening youth and break programs.

Responsibilities:

- Alongside a team, design and deliver in-person programming for children and youth ages 6 -12
- Participate in training, meetings, workshops and program evaluations and assessments to navigate challenges and new programming as required
- Complete program plans that will be enriching for our members and keeping our members' experience top of mind
- Work with supervisor to ensure programs include the High Five Principals and meet BGC standards.
- Maintain positive relationships with members, staff, volunteers, BGCTK guests, community, and partners
- Participate in program evaluations and assessments
- Support School Pick up and Safe Walk Home Programs (walk home not available at all sites)
- Manage challenging behaviours/complex needs of children and youth
- Work with the Coordinator and Director to support children, youth and families through challenges that may arise including child welfare concerns
- Perform opening and closing procedures
- Other duties as assigned

Requirements/Specifications:

- Must be 16 years of age or older
- Be a positive role model and enjoy working with children and youth
- High Five Principles of Healthy Child Development is considered an asset (must receive training within first 3 months of employment)
- Must complete online training provided by BGCTK
- Current First Aid CPR Certification
- Clear Vulnerable Sector Screening if over 18 years of age



Terms of Employment

Contract Duration: January 9, 2023 - June 2023 (including opportunities to work Winter Break, March Break and PA Days)

Location: Cabbagetown Youth Centre (2 Lancaster Ave.) or Remote Office/Virtual, (dependent on public health measures and guidance from Provincial Government)

Compensation Type: Hourly

Amount: \$15.50 per hour-plus 4% vacation pay on every pay cheque. Mandatory employment related deductions as required by the Canada Revenue Agency-Canada Pension (18+years old), Employment Insurance, Federal and Provincial Tax

Hours of Work: will vary up to 15-25 hours per week. Monday-Friday hours vary between 2pm-7pm

Interviews: Resumes will be accepted up until and including November 25th, 2022. Successful applicants will be contacted to attend an interview either in-person or virtually between November 28th – November 30th, 2022. Please send cover letters and resumes to Louise Ross at lross@bgctk.org

Conditions of Work: All staff will be given appropriate personal protective equipment and social distancing will be enforced as required by government guidelines. If program facilitation will take place online, Program Leaders will need access to a stable internet connection and laptop, tablet or computer. This position is conditional upon funding.

Equity, Diversity & Inclusion:

BGC Toronto Kiwanis is an equal opportunity employer dedicated to creating a workplace culture of inclusiveness that reflects the diverse communities that we se

