

JOB POSTING

Site Supervisors

Summary:

Reporting to the Coordinator of Children or Youth Services, the Site Supervisor will provide daily support the delivery of exceptional programming and provide positive leadership for the Program Leaders and members ages 6–18+. Our Site Supervisor is caring, compassionate, energetic, and dedicated to providing high quality programs in community based social recreation programs. The Site Supervisor will ensure our members have a positive experience through providing opportunities to make friends, play, master skills and participate fully in our after school, evening youth and break programs.

Responsibilities:

- Ensure the delivery of in-person programming for children and youth ages 18+, alongside program team and Coordinators
- Participate/lead/support in training, meetings, and workshops to navigate challenges and new programming as required
- Support Coordinators with scheduling, monthly newsletters and communications to members, families and staff team
- Ensure safety and security of our members and assist with responding to critical incidents, including written documentation of incidents
- Report and follow up on incidents as outline in BGCTK policies and procedures
- Assist with the supervision of Program Leaders and Volunteers and support reviews
- Support Program Leaders in the completion of program plans that will be enriching for our members and keeping our members' experience top of mind
- Work with Coordinators and Program Leaders to ensure programs include the High Five Principals and meet BGC standards
- Maintain positive relationships with members, staff, volunteers, guests, community and partners
- Work collaboratively with other Site Supervisors and Coordinators across all BGCTK sites
- Assist in creating program calendars, monthly newsletters, and social media content
- Support school Safe Walk Arrival/Home programs (walk home not available at all sites)
- Manage challenging behaviours/complex needs of children and youth
- Work with the Coordinator and Manager to support children, youth and families through challenges that may arise including child welfare concerns
- Perform opening and closing procedures in collaboration with Coordinators
- Ensure all equipment and supplies are inventoried, available and in safe working condition
- Participate in BGCTK's Health and Safety Committee as needed
- Other duties as assigned

Requirements/Specifications:

- 18+ years of age or older
- Post-Secondary education (attending or completed) in Recreation and Leisure, Child and Youth Care, Early Childhood Education or related field an asset

- Strong supervision and program planning skills, good decision making and problem-solving skills and excellent interpersonal/communication skills
- Experience working with children, youth, and families
- Be a positive role model and enjoy working with children and youth
- High Five Principles of Health Child Development (must receive training within first 3 months of employment)
- Current First Aid CPR Certification (must receive training within first 3 months of employment)
- Clear Vulnerable Sector Screen if over 18 years of age

Terms of Employment

Contract Duration: August 30th, 2023 – June 21st, 2024 (including opportunities to work Winter Break, March Break and PA Days)

Location: BGC Toronto Kiwanis Club Kiwanis Club Locations

Amount: \$18 - \$20 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 20-30 hours per week depending on site placement, with a maximum of 37.5 hours per week. Monday-Friday hours vary between 2PM - 9PM

Interviews: Successful applicants will be contacted to attend an in-person interview. Returning staff should anticipate an interview as well.

Training: Mandatory training will be completed during the week of August 30th – September 8th, 2023

Conditions of Work: All staff will be given appropriate personal protective equipment and social distancing will be enforced as required by government guidelines. This position is conditional upon funding.

Deadline to apply: August 27th, 2023 @ 10PM. Please submit application online through Google Form. Only successful candidates will be contacted – no phone calls please.

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 serve.