



Toronto Kiwanis

Opportunity
Changes
Everything

Children's Coordinator

Position Type: Full-Time Contract

Period of Contract: 6-month probation

Date Posted: Monday, January 8th, 2024

Application Deadline: Monday, January 29th, 2024

Start Date: Immediately

Job Region: ON - Metro Toronto Area

Salary: \$45,000

Vacancies: 1 (Gerrard Street location)

BGC 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 Children's and Youth Services Coordinator, under the direction of the Manager of Programs & Services, will be the first point of contact for all of those inquiring about After School Program Services at the BGC Toronto Kiwanis. This position is responsible for ensuring that all systems and administrative workflows are carried out to achieve the operational goals of Children's and Youth Services.

101 Spruce Street
Toronto, ON M5A 2J3

www.bgctk.org

Charitable Number
10757 3149 RR0001





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This role will also be responsible for the planning, implementation, evaluation, and administration of programs for clients between the ages of 6 and 15 years, in accordance with the Agency’s stated purpose and in such a manner that optimum results are achieved. The position will monitor phone calls and emails and respond to all inquiries appropriately and within a reasonable amount of time.

Core Competencies:

- Accountability
- Communication
- Decision Making
- Networking and Relationship Building
- Organizational and Environmental
- Awareness
- Planning and Organizing
- Problem Solving
- Service Orientation
- Teamwork

Job Duties:

- Provide leadership in the development, planning, implementation, evaluation and administration of programs for clients between the ages of 6 and 15 years old including after-school, school break and weekend programs as well as holiday camps
- Coordinate with the Manager of Programs & Services on the development and improvement of short and long range plans for Children’s and Youth Services programs and services.
- Provide support to the Manager of Programs & Services, including recommending changes to policies, procedures and programs that will service to improve the Agency’s services and performance.
- Hire, train, supervise and support part time and contract staff, as required
- Train, supervise and support placement students from participating partner universities/colleges and employment programs
- Maintain program registration and relevant statistical information related to necessary funding reports and summaries
- Provide support to the children and families involved in the programs of the Clubs
- Implement behaviour management techniques, as required
- Maintain involvement in professional field as a whole to support agency in interpreting trends and make changes to support those trends
- Develop and maintain strong member and community relations including relations with other professional and social services groups within the community at large
- Serve on community committees as determined by Manager of Programs & Services or the Executive Director

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- Maintain professional relations with clients, community, and professional and social service groups in the community
- Provide leadership to staff training activities including the identification of training needs, development of appropriate training resources, implementation of training and evaluation of training activities through participant evaluation and performance monitoring
- Manage performance of staff working with children in after-school, school break, weekend and summer camp programs
- Ensure compliance of programs with the Agency's stated purpose and all applicable legislation and regulations including High Five
- Submit monthly reports to Manager of Administration and/or Executive Director as required
- Adhere to Children's and Youth Services budget in all decisions
- Act as a positive role model, instilling the Agency's values in children, youth and staff
- Serve as initial point of contact for all who inquire about programs at the 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 the Children's and Youth Services department
- Schedule tours and coordinate intakes, referrals, screening and member billing.
- Participate in fundraising activities on behalf of individual programs and the Agency, including composing letters and making presentations
- Partake in public relations initiatives to maintain and improve upon the image of the Agency
- Other duties as assigned

Requirements:

- College diploma in Social Services, Recreation or a related field required
- University degree in Social Services or a related field preferred
- A minimum of 2 years experience leading social recreational programs for children and/or youth with experience working with racialized and marginalized young people
- 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 6 to 15
- Solid understanding of behaviour management techniques and child development
- Basic knowledge of all relevant legislation, including the Day Nurseries Act
- Proven ability to plan, organize and implement age appropriate activities and programs
- Good knowledge of Toronto and surrounding communities

Toronto Kiwanis

- 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 appropriately to emergency situations
- Excellent verbal, written and interpersonal communication skills
- Valid Driver's License is required to operate company vehicle on occasion for company purposes

Work Conditions

- Interact with young people ages 6 to 24, volunteers, coworkers and community
- Exposure to possible disease and infection
- Additional hours may be required
- Travel to other site locations and/or downtown Toronto required
- Manual dexterity required to use desktop computer and peripherals
- Lifting or moving up to 50lbs may be required
- Ability to attend and conduct presentations, as required

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.