



Toronto Kiwanis

Opportunity  
Changes  
Everything

**2025 – 2026 BGC TORONTO KIWANIS JOB POSTING  
AFTER SCHOOL PROGRAM LEADERS**

**Summary:**

Reporting to the Program Coordinator and/or Site Supervisor, the Program Leaders will support the delivery of exceptional programming and provide positive leadership for members ages 6 – 14+. Our Program Leaders 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:**

- Design and deliver in-person programming for children and youth ages 6 – 14+, alongside program team
- Participate in training, meetings, and workshops 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, guests, community and partners
- Participate in program evaluations and assessments
- 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
- Other duties as assigned

**Requirements/Specifications:**

- 17 years of age or older for After School Program
- Be a positive role model and enjoy working with children and youth
- High Five Principles of Health Child Development (must provide training certificate within the first 3 months of employment)
- Valid Standard First Aid CPR – Level C Certification (must provide training certificate within the first 3 months of employment)
- Clear Vulnerable Sector Screen if over 18 years of age (must provide training certificate within the first 3 months of employment)

**Applications should be sent to [anoosha@bgctk.org](mailto:anoosha@bgctk.org) by Friday November 7<sup>th</sup> 2025 at 5:00pm.** Successful applicants will be contacted to attend an in-person interview.

**Terms of Employment**

**Contract Duration:** November 10th, 2025 – June 19th, 2026 (including opportunities to work March Break and PA Days) with 3-month probation period from start date

**Location:** BGC Toronto Kiwanis Club Kiwanis Gerrard Club- 101 Spruce St.

101 Spruce Street  
Toronto, ON M5A 2J3

[www.bgctk.org](http://www.bgctk.org)

Charitable Number  
10757 3149 RR001





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**Amount:** \$17.60 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 15-30 hours per week depending on site placement. Monday/Friday hours vary between 2PM - 6PM

**Training:** Mandatory training will be completed during the first month of work.

**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.

### **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.

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