



## APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

416-461-8143 | www.applegrovecc.ca

### **PART-TIME JOB OPPORTUNITY – AFTERSCHOOL PROGRAM LEAD 1 Position available**

**To plan, coordinate, implement and evaluate an afterschool program for children aged 6 to 12, and to lead and support program staff.**

#### **Qualifications:**

- At least 16 years old and have experience working directly with children aged 6-12 years
- Some post-secondary education in community services, social sciences or related field, or substantial experience working in programs for school-age children
- Experience with program planning, implementation and evaluation; supervising junior staff; conflict management; engaging with a multicultural community with a variety of socio-economic levels
- Assets include:
  - Current First Aid and CPR certification
  - Knowledge of Microsoft Office
  - Knowledge of the Queen & Greenwood community
  - Experience with Applegrove programs

#### **Duties and Responsibilities:**

- Plan, implement, supervise, participate in and evaluate appropriate daily activities for children and parents.
- Coordinate, support and provide input into evaluation of program counsellors and volunteers
- Maintain program attendance records and paperwork
- Take the lead on communication with parents and caregivers about information and feedback regarding their child
- Ensure that participant behaviour problems are dealt with sensitively and effectively, and that the behaviour management methods used are appropriate according to agency policies and guidelines
- Provide updates and regular communication with Child and Youth Coordinator

#### **TERMS OF EMPLOYMENT**

Hours per Week: 20 hours per week

Hours of Work: Monday to Friday, 2 pm to 6 pm

Union Status: Union Position - CUPE Local 2998 – Wage Grade 4

Starting Hourly Rate: \$20.02

Benefits: Eligible to enroll in health, dental, life and disability benefits after completing probation; eligible to enroll for OMERS pension as of day one

Reports To: Program Director

#### **Other Requirements:**

- Vulnerable Sector Screening (cost to be covered by Applegrove)

In accordance with the collective agreement, CUPE Local 2998 members will be considered first (please identify this in your cover letter and subject line).

**Charitable Number: 10671 8943 RR0001**

## **APPLICATION INSTRUCTIONS**

**Provide your cover letter and resume by email or mail by 5 pm on Wednesday, January 18 to:**

May Seto, Program Director  
Applegrove Community Complex  
60 Woodfield Road, Toronto, Ontario, M4L 2W6  
Email: [mseto@applegrovecc.ca](mailto:mseto@applegrovecc.ca)

For email submissions please use the subject line "Afterschool Program Lead" and provide your cover letter and resume as one PDF document.

**Only candidates selected for an interview will be contacted.**

*Applegrove is an equal opportunity employer and encourages applications from diverse candidates.*

*In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the City of Toronto's Accommodation Policy, accommodation will be provided in all parts of the hiring process. Applicants are asked to make their needs known in advance.*