



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

416-461-8143 | www.applegrovecc.ca

PART-TIME JOB OPPORTUNITY – AFTERSCHOOL PROGRAM LEAD 5 Positions available (4 onsite + 1 at satellite location)

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

Salary and Hours:

September 6, 2022 – June 30, 2023; Monday to Friday between 2:00 – 6:00pm (shift start time may be negotiated on a case by case basis, however all shifts will end at 6pm)
Must be available to work every day, up to 20 hours per week
\$19.72 (AOCC wage grade 4, step 1)

Other Information:

- A satisfactory police records check will be required as a condition of employment.
- Mandatory full vaccination for COVID required as a condition of employment
- Training will be scheduled for Tuesday, September 6

Application Deadline: Tuesday, August 16, 2022

Submit resumes to:

May Seto, Program Director - mseto@applegrovecc.ca
(put Afterschool Program Lead in subject line)

Only those selected for an interview will be contacted.

Charitable Number: 10671 8943 RR0001

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.