

**Position Title:** After School Program Worker- Part Time (Contract up to June 30, 2025)

**Department:** Child, Youth and Family Programs

**Location:** 74 Firvalley Court + Taylor Creek Public School, Scarborough, ON

### **Warden Woods Community Centre**

Warden Woods has been working collaboratively to meet the needs and interests of local community for over 50 years in Southwest Scarborough. For more please visit [wardenwoods.com](http://wardenwoods.com).

### **Position Summary**

Reporting to the Manager Children, Family & Youth Services, the Children's After School Program Worker assists in the implementation and facilitation of after school programs by organizing, supervising, and teaching children between the ages of 6 to 12.

### **Job Responsibilities**

- Assist in the planning, developing and implementing of Afterschool programs activities
- Provide ongoing support to participants of the programs
- Maintain attendance records of the participants
- Aware of children's medical emergency and allergy info and follow the procedure
- Provide emotional support and direction to children
- Provide high-quality educational and recreational opportunities and enjoyable experiences for participants
- Liaise with parents on an on-going basis
- Community outreach, information and referral
- Promotes WWCC values and mission in a positive manner
- Maintains good working relationships with co-workers
- Attends meetings and participates in agency-wide fundraising and community outreach initiatives
- Supervise program participants and ensure their safety, development, skill achievement, and general well-being
- Ensure that the program spaces, equipment, and supplies, are clean and safe

### **Qualifications:**

- 1 year experience working directly with children from 6 to 12 years from diverse ethno-cultural, socio-economic background, sexual orientation, and gender identities
- Postsecondary education in social services, community development or equivalent
- An understanding of children's needs
- Competent communication skills – oral and written English
- Commitment to training and skills development
- Knowledge of Microsoft office applications, comfortable using computer
- Valid driver's license (where applicable)
- Ability to work in diverse environments within an inclusive, client-centred framework
- Availability to work evenings and weekends as required by program or agency activities (from time to time as required – for all positions where evening and weekend

## **Compensation and Hours of Work:**

- \$18.15 per hour
- Shift Hours: 3:00pm-6:00 pm  
Monday to Friday

## **How to Apply**

All qualified applicants are encouraged to apply! We particularly encourage applications from Black, Indigenous and racialized people, 2SLGBTQIA+ community members, people with disabilities, and members of other equity-deserving groups.

Warden Woods Community Centre is a unionized workplace and employees are represented by CUPE Local 5218; this is a bargaining unit position.

**The successful candidate is required to complete a criminal background check prior to commencing.**

**Please submit a resume and cover letter by October 1, 2024** via e-mail only to:

[careers@wardenwoods.com](mailto:careers@wardenwoods.com)

Use the subject heading: **After School Program Worker**

While we thank all who apply, only those selected for interviews will be contacted. Recruitment will close when the required position is filled.