

Position Title: After School Program Worker- Part Time

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.

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 September 12, 2024 via e-mail only to:

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.