

**Position Title:** Children's Program Coordinator, Full-Time

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

**Location:** 74 Firvalley Court + other sites, 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 Child and Youth Program, the Children's Program Coordinator will be responsible for supporting the development, promotion, implementation, supervision and evaluation of program activities and services for children 6-12 years (Camps & Afterschool Program). The Coordinator will supervise front-line staff members. The Coordinator will also support Early ON and Youth program areas as needed.

### **Job Responsibilities**

- Build meaningful relationships with local children and families, and facilitate new referrals into the programs through effective outreach efforts (create + distribute materials, foster effective local referral relationships, etc.)
- Provide consistent leadership and mentorship in the programs, and engage in regular communication with the Program Supervisor, families, schools, program partners and other stakeholders to ensure children's needs are met
- In collaboration with the program team, facilitate a safe, equitable program environment where reasonable expectations for communication and conduct are respectfully enforced
- Work with the Program Supervisor to plan, design, implement and facilitate year-round opportunities for children according to their needs and interests, with a focus on recreation, arts, literacy and life skills- programming, workshops, events, etc.
- Ensure program assets (equipment, supplies, spaces, etc.) are properly procured, used and stored
- Work in partnership with parents/guardians, and support families in addressing the barriers they and their children may face to full participation in community life and opportunities

- Manage crisis situations and coordinate responses to crisis in partnership with the program team
- Support effective social media activity for the program
- Complete and maintain appropriate documentation and statistics as assigned
- Support the supervision and engagement of front-line staff members, placement students and volunteers
- Support the planning and implementation of ongoing program feedback mechanisms, periodic evaluations and program changes
- Participate meaningfully in meetings and training sessions with the program team
- Other duties as assigned

### **Qualifications:**

- At least 3 years' experience working directly in-person with children under 12 years old to implement community programs and services focused on recreation, arts, literacy and/or life skills
- Demonstrated ability to lead community engagement and outreach activities targeting children and families, and develop effective program partnerships
- Demonstrated ability to develop and lead unique and engaging arts, literacy, recreation and life-skills programming for school age children
- Demonstrated ability to respond appropriately to crisis as a member of a team in a community-based environment
- Demonstrated knowledge of child development, challenges facing local families with school age children, and community resources available in Southwest Scarborough
- Standard First Aid & CPR C Certificate, and Food Handler's Certification is required (can be obtained before employment starts)
- Physically able to stand for extended time, able to bend and kneel as required, other movements include running (indoor and outdoor), active sports and creative movement (indoor and outdoor), carrying items up to 40 pounds, lifting a child up, helping a child down, separating children in a physical conflict or holding a child back from engaging in something harmful, setting up tables and chairs, pulling a wagon/cart, taking public transit, climbing stairs etc. This is a physically demanding role.
- Police Vulnerable Sector Check is required prior to start.
- Must be legally entitled to work in Canada

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

- \$48,000 annual salary,
- 35 hours/week, Tuesday to Saturday.
- This position will work approximately 10am-6pm during the school year and approximately 9am-5pm during the summer months. Some evening and weekend work will be required.

### **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.

This is a bargaining unit position.

**Please submit a resume and cover letter by November 22, 2024** via e-mail to:

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

Use the subject heading: **Children's Program Coordinator**

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