

Job Description

Position Title: After School Program Worker (Part-time Contract, September 2025 to June 2026)

Department: Children Services

Location: 74 Firvalley Ct, Scarborough, ON

Organization: Warden Woods Community Centre

About Us

Warden Woods Community Centre is a multi-service charity working with and for communities to meet the evolving needs and interests of neighbours in Southwest Scarborough. Founded in 1970, our Programs and Services currently include daycare, early years, child and youth programs, adult and senior programs, drop-in's and emergency shelter.

Our mission is to build caring, compassionate, just and interdependent relationships with and for communities in Southwest Scarborough. For over 50 years WWCC has helped cultivate social and economic empowerment across the growing communities we serve.

[Warden Woods Community Centre](http://www.wardenwoods.com)

Position Summary

Reporting to the Manager of Children's Services (or designate), the After School Program Worker assists in the implementation and facilitation of high-quality after school programming for children aged 6 to 12. This role has a strong focus on arts-based learning and social recreational activities, supporting children's creative expression, well-being, and social emotional development through hands-on projects, games, and structured play.

Job Responsibilities

- Assist in the planning, developing and implementing of after school program activities with focus on arts, creative expression, and recreation
- Pick up children from school everyday and accompany them to the program site
- Support and supervise children in daily programming, ensuring emotional and physical safety
- Foster an inclusive and welcoming environment that promotes creativity, cooperation, and learning
- Provide structured opportunities for children to explore visual arts, drama, music, games, and movement
- Maintain attendance and participant records
- Liaise regularly with parents and caregivers regarding participants progress and needs
- Be aware of and follow procedures related to medical or allergy alerts for children
- Offer emotional support, mentorship, and direction to participants
- Ensure program spaces, equipment, and materials are clean, organized, and safe
- Participate in training, staff development, and community outreach initiatives as needed
- Support cross-departmental collaboration, contribute with enthusiasm to WWCC initiatives, and embody the values of Warden Woods as part of our unique communities
- Other duties as assigned

Qualifications:

- Minimum one-year direct work experience with children under 12 years old to implement community programs focused on recreation, arts, literacy and life skills.
- Post-secondary education in social services, community development, or equivalent training/experience.

- Demonstrated ability to develop and lead unique and engaging arts, literacy, recreation and life-skills programming for school age children
- Strong understanding of child development and ability to adapt programming to diverse needs and interests
- Ability to respond effectively in crisis situations and collaborate as part of a team in a community-based setting
- Participate in training and staff development initiatives as needed
- Standard First Aid & CPR C Certificate, and Food Handler's Certification is required
- Police Vulnerable Sector Check is required prior to start
- Demonstrated commitment to equity, diversity, and inclusion, with an understanding of systemic barriers and experience working in an anti-oppressive, participant-centered environments.
- Must be legally entitled to work in Canada

Compensation and Work Conditions:

- **Status:** Part-time, Contract; September 2025 to June 2026
- **Shift Hours:** Monday to Friday, 3:00 – 6:00 PM
- **Hourly Rate:** \$22.58
- **Work Location:** In person at 74 Firvalley Ct, Scarborough, ON

Application Instructions:

WWCC is an equal opportunity employer committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage applications from BIPOC people, 2SLGBTQIA+ community members, people with disabilities, and members of other equity-deserving groups. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

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

A criminal background check is required prior to commencing.

To apply, please send your resume and a cover letter via email to careers@wardenwoods.com with “**After School Program Worker**” in the subject line, **no later than August 25, 2025.**