WHERE COMMUNITY MEETS OPPORTUNITY
WARDEN WOODS
COMMUNITY CENTRE

74 Firvalley Court, Scarborough
Ontario, M1L 1N9
(416) 694 1138
www.wardenwoods.com

Job Description – Volunteer Engagement

Position Title: Afterschool Program Support Volunteer
Department: Children's Program Developer and Facilitator
Reports To: Manager of Children Services
Location: 74 Firvalley Court, Scarborough

About Us
Warden Woods Community Centre is a neighbourhood centre, empowering neighbours to work together to meet local challenges and create shared approaches to building community. We have been working collaboratively to support the needs and interests of local communities in Southwest Scarborough since 1970. As a multi-service charitable organization, we provide essential support like assisted living, daycare and meal programs, while also supporting caring, compassionate, just and interdependent community life for all. Learn more wardenwoods.com.

Position Summary
The Afterschool Program Support Volunteer supports WWCC's afterschool program by engaging with children ages 6–12 in a safe, welcoming, and inclusive environment. Volunteers assist with homework, participate in creative and recreational activities, and help foster positive relationships that support children's learning, confidence, and well-being.

Key Responsibilities:
- Engage positively with children through conversation, play, homework support, and creative activities (e.g., arts and crafts)
- Model respectful communication and positive behaviour
- Support program staff in creating a safe, respectful, and welcoming environment for all children
- Follow supervisor instructions, WWCC policies, and child safety guidelines
- Report any concerns, incidents, or issues to the supervising staff promptly
- Arrive on time and be prepared for scheduled volunteer shifts
- Support cross-departmental collaboration, contribute with enthusiasm to WWCC initiatives, and embody the values of Warden Woods as part of our unique communities

Please note volunteers will never be left alone with children and will always work under the supervision of WWCC staff.

Qualifications:
- Interested in working with children in a supportive, respectful, and inclusive environment
- Reliable and punctual
- Friendly, patient, and able to engage positively with children
- Willing to learn, take guidance, and work as part of a team
- Minimum age: 14 years or older
- Volunteers 18 years or older are required to complete a Criminal Record Check prior to starting
- Commitment to equity, diversity, and inclusion, with an understanding of systemic barriers and experience working in an anti-oppressive, participant-centered environment

Work Conditions:
- **Time Commitment:** minimum two weekday shifts per week (Monday – Friday), 3:30/4:00 – 6:00 PM, for at least three months
- **Work Arrangement:** In person at 74 Firvalley Court, Scarborough

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Benefits of Volunteering in this Role:
Volunteering with WWCC isn't just about giving your time, it's about gaining experiences that stay with you. Here are just a few of the benefits you'll enjoy:

- Gain hands-on experience working with children and youth
- Build confidence, develop new skills, and strengthen your resume
- Connect with passionate staff, volunteers, and community members.
- Make a meaningful difference in the lives of children and families in your community

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.

To join our volunteering program, please reach out to Lipu, Manager of Children Program at 647-879-5119 or lipus@wardenwoods.com