



Jane and Finch Boys' and Girls' Club

A good place to be

After-School Counselors

St. Alban's Boys' and Girls' Club is looking for enthusiastic, energetic and dedicated individuals to work in our Children's Afterschool programs in the Jane and Finch area. Your role as an Afterschool Counselor will be to provide a safe and supportive environment for the program participants. This program is designed for children 6-14yrs of age. The program components will consist of but not limited to education, recreation, social activities, sports, health and nutrition, mentoring and the arts.

Responsibilities:

- Plan, organize and lead a group of Children's in the After-School Program
- Ensure that all equipment and supplies are in safe working condition
- Completes appropriate administrative tasks in a timely manner
- Help to ensure the safety and security of the members as well as program and assist in responding to critical incidents as outlined in St. Alban's Boys' and Girls' Club policies and procedures
- Participates in staff training and orientation sessions
- Reports to and takes direction from Program Manager and Supervisors
- Do other related tasks as assigned
- Maintains professional relationships with peers, members, volunteers, parents and other Boys and Girls Club patrons

Qualifications:

- Educational background to the position
- Experience working with children 6 to 14yrs
- Strong skills in one or more of areas above
- Strong supervision and program planning skills
- Good decision making and problem solving skills
- Current First Aid and CPR
- High Five training is an asset

Contract Period: September 13, 2011 – June 2011

Hours: 10 to 15 per week Monday to Friday looking for individuals available 5 days

Wages: \$11.00 – \$14.00hour depending on experience

Interested applicants should email
Sharron Williams
Community Director
sharron@stalbanclub.ca

Deadline for Application: Thursday September 2nd, 2011

176A-300 Grandravine Drive
Toronto ON M3N 1J4
Tel 416 636 6650
Tel 416 739 0663
www.stalbanclub.ca

Jane and Finch Boys and Girls Clubs:

Grandravine, Driftwood, Gosford, Firgrove, Tobermory, Oakdale