



Jane and Finch  
Boys & Girls Club  
A good place to be

**JOB POSTING—CHILDREN'S PROGRAM COORDINATOR (Fulltime 35 hours)  
ST ALBAN'S BOYS' AND GIRLS' CLUB—Jane and Finch**

St. Alban's Boys' and Girls' Club is seeking a dynamic individual to join our outstanding team to develop, support, and direct programs within our four core disciplines of creative arts, recreation, technology, and social development to the children and youth in our community Clubs in Jane and Finch.

**Major Responsibilities:**

- Ensures the development, promotion, and implementation of children's programs
- Evaluates children's programs based on Quest II standards/Quality Assurance
- Ensures the safety and security of all Club members during programs
- Consults and works with community residents, and other service providers including agencies, schools, etc.
- Supervises, directs, supports, and assists in the evaluation of staff and volunteers.
- Maintains all administrative duties including program registration, attendance and statistical information as required
- Provides leadership and support, and participates in all of the Club's functions, training events, special events and fund raising activities
- Travel to various locations throughout Jane and Finch community daily
- Community Development
- Must be able to work evenings
- All other duties as assigned

**Qualifications:**

- Experience and or knowledge of the Jane and Finch Community
- Boys and Girls Club experience an asset
- Experience developing, supervising, and evaluating programs for children
- Post-secondary education in a related field
- Experience with the successful implementation of community outreach strategies
- Supervisory/management experience for at least 2 years
- Standard first aid and CPR qualifications
- Communication and Community Development skills
- Experience working within culturally-diverse communities and ability to work from an anti-racist/anti-oppression based approach/framework
- Knowledge of computers
- HIGH FIVE and Quest 2 certified an asset
- Valid driver's license and asset
- F Class driver's license preferred

Must have a vehicle to successfully fulfill your required duties

Please forward resume by **Thursday February 9<sup>th</sup> 2012:**

Sharron Williams  
Jane and Finch Boys and Girls Club  
Community Director  
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