



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

JOB POSTING—YOUTH PROGRAM SUPERVISOR (PART-TIME)

Jane and Finch Boys and Girls Club is seeking a dynamic individual to join our outstanding team to develop, support, and direct our youth programs.

Major Responsibilities:

- Ensures the development, promotion, and implementation of youth programs including afterschool, march break and holiday camps, and special events based on the High Five Principles of Healthy Childhood Development
- Evaluates youth programs based on Quest II standards
- Ensures the safety and security of Club members during programs
- Consults and works with community residents, groups, and other service providers including agencies, schools, and Toronto Community Housing staff
- Supervises, directs, supports, and assists in the evaluation of all youth program staff and volunteers (part-time, volunteer, practicum students, relief staff) in the performance of their duties
- Knowledge of project budget for the youth programs in the Jane and Finch community
- Maintains all 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

Qualifications:

- Experience supervising a youth program
- Experience developing, supervising, and evaluating programs for youth, preferably within a non-profit environment
- Post-secondary education in a related field
- Experience with the successful implementation of community outreach strategies
- 1-2 years supervisory/management experience
- Knowledge of the Jane and Finch community is an asset
- Standard first aid and CPR qualifications (acquired before first day of training)
- Strong public relation skills and with the ability to communicate well with community members
- Experience working within culturally-diverse communities and ability to work from an anti-racist/anti-oppression based approach/framework
- Successful grant writing experience
- Reliable transportation is necessary as travel to various locations will consistently be required

The successful candidates for this position must undergo a Criminal Reference Check.

Hours of Work: Monday-Friday evening hours 20 to 35 weekly

Contract Dates: January 2011-June 24th, 2011

Compensation: \$15-\$18 per hour depending on experience

Please forward resume by **JANUARY 20th, 2011**

Sharron Williams

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Jane and Finch Boys and Girls Clubs:

Grandravine, Driftwood, Gosford, Firgrove, Tobermory, Oakdale