

## External Job Posting

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### Lead After School Program Worker (2 Positions)

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families and groups in the community to gain greater control over their lives and community.

As a valued member of our Children's Program team, the Lead After School Program Worker plays a pivotal role in planning and implementing a safe, fun, and enriching program for children ages 6 to 12. Experience working with children who need extra supports would be an asset.

**West Neighbourhood House is actively seeking applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.**

**West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.**

#### Responsibilities:

- Plan and facilitate a variety of structured activities, games (i.e. soccer, dodge ball), crafts, and homework/quiet time that are developmentally appropriate and engaging for children ages 6 - 12;
- Foster a supportive environment, build healthy relationships, and promote positive child development through active engagement and play.
- Provide direction and guidance to placement students and/or volunteers during program hours;
- Liaise with parents and school staff (i.e., custodians) during program hours;
- Respond to incidents, issues, emergencies, and parent concerns promptly and effectively. Reporting and documentation procedures will be diligently followed, with a commitment to safety and transparency.
- Prioritize the healthy development of each child and facilitate positive interactions among children, peers, adults, and environment. This involves creating a safe and inviting space that aligns with the organization's values, vision, and mission.

#### Qualifications:

- Education and/or relevant experience in child development, education, community-based social work, recreation, or creative arts. A solid understanding of childhood development principles are an asset.
- Ability to work independently with little supervision;
- Previous experience supervising and managing a group of school-age children, ensuring their safety and engagement in activities.

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West Neighbourhood House is an equal opportunity employer. We thank all applicants, but only those candidates to be interviewed will be contacted.

*A United Way Member Agency*

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- Demonstrated ability to program plan and implement age appropriate activities;
- Ability to serve as a role model for effective social skills and conflict resolution skills within a diverse setting;
- Ability to assess situations that are beyond your scope and skill level and seek assistance from other program staff and/or supervisor;
- Experience with supporting children with special needs would be an asset;
- Experience working with students and/or volunteers would be an asset;
- Demonstrated understanding of teamwork and cooperation;
- Familiarity with the local community would be an asset.
- Familiarity with HIGH FIVE® Principles/Certification is an asset, but training will be provided.
- Up to date First Aid/CPR Certification is an asset, but training will be provided.

**Status:** Part Time Contract (possible full days March Break and P.A. Days, as required, Contract ending June 27, 2024)  
**Start Date:** September 5, 2023  
**Hours:** up to 15 hours per week (3:00 p.m. to 6:00p.m., Monday to Friday)  
**Rate:** \$18.22 per hour  
**Unit:** Newcomer & Family Programs  
**Immediate Supervisor:** Coordinator Children, Youth & Family Programs  
**Posting Date:** September 21, 2023  
**Closing Date:** October 5, 2023

**Please submit your cover letter and resume by 5:00 p.m. on the closing date to:**

Hiring Committee  
248 Ossington Ave.  
Toronto, Ontario  
M6J 3A2  
[jobs@westnh.org](mailto:jobs@westnh.org)