

### **Team Lead, Children, Youth and Families (CYF)**

West Neighbourhood 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. Our diverse programs and community development activities support approximately 16,000 people of all ages annually.

Working in a strong team-based environment, the Team Lead of Children, Youth and Families (CYF) supports, delivers, and enriches our high quality “out of school” programs (after-school, summer camp and school breaks) for school-aged children (aged 6 – 12) which operate within a social, recreational, and educational framework. Oversees daily program delivery and staff support, and works with the CYF Program Coordinator in program planning, implementation, and evaluation.

**West Neighbourhood House is actively seeking applications from Indigenous, Black and People of Colour, people with disabilities, women and people 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:**

- Supports, delivers, and enriches year-round programs for school aged children (aged 6 to 12) that
  - addresses their social, academic, and recreational needs/interests
  - provides new skills/knowledge and create the necessary conditions to enhance mental and physical health, build skills and sense of community
  - ensures a safe and caring environment,
- Oversees a minimum of three program sites for school-aged children and provides operational support/program delivery, including directly at the program site a minimum three days a week from 2:30-6:00 p.m. during school year,
- Plans, oversees, and provides operational leadership/program delivery to our summer camp, including a minimum of two days/week in program during summer camp.
- Occasionally supports Family Drop-In with staffing coverage (ages 0-6).
- Operates from a diversity, equity, inclusion lens in all aspects of the program (e.g. recruitment, development, delivery, staffing, working with children and caregivers).
- Collaborates with and supports the Program Coordinator to
  - plan and evaluate program activities
  - hire, train, resource, and orient staff

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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.

## External Job Posting

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- recruit participants and promote the program
- represent the program, develop partnerships, work with other local service providers, agencies, or groups to co-ordinate services, and keep abreast of new initiatives.
- Prepares staff work schedules and always ensures sufficient coverage.
- Monitors the daily activities of after-school/camp staff and coaches staff on program facilitation in consultation with the program coordinator. Includes: classroom management, conflict resolution, reporting any problems or issues, following-up with parents; providing day-to-day support, contributing to evaluations, and assigning priorities.
- Maintains and purchases program materials such as arts and crafts, toys, games equipment etc. and nutritional food consistently within the approved budget.
- Leads the daily operation of program activities, petty cash, fee assessment and collection, maintains waiting lists including contacting parents when openings occur.
- Communicates daily to debrief with program coordinator on operations to assure consistency and quality assurance of all programs.
- Data collection and administrative tasks
- Maintains positive relationship with site staff including caretaking, administrators, and teachers.
- Participates on in-House committees, events, joint initiatives, and activities as required and other related duties as required.

### Qualifications:

- Background in a field of study related to child development such as Early Childhood Educator, Child and Youth worker, etc.
- Experience and knowledge of the social, recreational, health and educational development needs of school aged children.
- Proven skill in planning and implementing activities that stimulate development.
- Demonstrated creativity in developing and promoting activities.
- Knowledge of community-based programming in a diverse community, as well as the range of services available to clients in the central-west Toronto area.
- Demonstrated ability to embody diversity, equity, and inclusion principles and practices in program delivery.
- Strong administrative and analytical skills are required.
- Ability to participate in program activities, engage in sports, room set-up and clean up; carry equipment and program materials and move between different program sites.
- Strong interpersonal and cross cultural written and verbal skills.
- Ability to work some evenings and weekends.
- Computer literacy, with database and word processing software in a Windows environment.
- Demonstrated experience working in a multi-disciplinary team, as well as on own.
- Knowledge of a second language and asset, both verbal and written, found in the catchment area.
- Social media and communications experience is an asset

**Status:** Permanent Full Time (CUPE Local 3393 Bargaining Unit Position)  
**Start Date:** ASAP  
**Hours:** 35 hours per week (including evenings and weekends)

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*A United Way Member Agency*

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## External Job Posting

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**Rate:** \$28.14 (4 weeks vacation, paid sick days, 3 floater days, full benefits package after 3 months, Multi-Sector Pension Plan after 6 months)  
**Unit:** Community Programs and Social Change  
**Immediate Supervisor:** Coordinator, Children, Youth & Family Support  
**Posting Date:** April 15, 2024  
**Closing Date:** April 29, 2024

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

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