

## Internal Job Posting

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### Lead After School Program Worker (4 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 is responsible for planning and delivering safe, engaging, and enriching programs for children ages 6 to 12.

**West Neighbourhood House is actively seeking qualified 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, including sports (e.g., soccer, dodgeball), crafts, and homework or quiet time that are developmentally appropriate and engaging for children ages 6–12;
- Foster a supportive and inclusive environment by building positive relationships and promoting healthy child development through active engagement and play;
- Provide direction, guidance, and mentorship to placement students and volunteers during program hours;
- Liaise with parents and school staff (e.g., custodians) during program hours;
- Respond promptly and effectively to incidents, emergencies, issues, and parent concerns, and report them to the Team Lead. Ensure proper reporting and documentation in alignment with organizational policies, with a strong commitment to safety and transparency;
- Prioritize the healthy development of each child by facilitating positive interactions with peers, adults, and the environment. This involves fostering a safe, welcoming space that reflects the organization's values, mission, and vision;
- Support the physical and emotional safety of all participants by maintaining a high level of supervision and proactively identifying and addressing risks;
- Monitor and record daily attendance, track participant engagement, and identify site needs, communicating updates to the Team Lead to support program planning and delivery.

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### Qualifications:

- Education and/or relevant experience in child development, education, recreation, community social work, or the creative arts. A solid understanding of child development principles is an asset;
- Ability to work independently with minimal supervision;
- Previous experience supervising and managing groups of school-age children, with a focus on safety and engagement;
- Demonstrated ability to program plan and implement age-appropriate activities;
- Strong role modelling of effective social and conflict resolution skills in a diverse setting;
- Ability to recognize situations that exceed your scope and seek support from program staff and/or a supervisor;
- Experience with supporting children with diverse needs and exceptionalities is an asset;
- Experience working with students and/or volunteers would be an asset;
- Demonstrated understanding of teamwork, collaboration, and group dynamics;
- Familiarity with the local community would be an asset;
- Familiarity with HIGH FIVE® Principles/Certification is an asset; training will be provided;
- Up to date First Aid/CPR Certification is an asset; training will be provided.

**Status:** Part Time Contract (possible full days March Break and P.A. Days, as required, Contract ending June 26, 2026)  
**Start Date:** September 2, 2025  
**Hours:** Up to 17.5 hours per week (2:30/3:00 p.m. to 6:00p.m., Monday to Friday)  
**Rate:** \$19.40 per hour  
**Unit:** Community Program and Social Change  
**Immediate Supervisor:** Coordinator Children, Youth, and Family Services  
**Posting Date:** July 30, 2025  
**Closing Date:** August 6, 2025

**Please send your cover letter and resume clearly indicating “Lead After School Program Worker” by 5:00 p.m. on the closing date to:**

Coordinator Children, Youth, and Family Services  
248 Ossington Ave.  
Toronto, Ontario  
M6J 3A2  
[tyheriahph@westnh.org](mailto:tyheriahph@westnh.org)