

## Internal Job Posting

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### **Lead After School Program Worker (1 Position)**

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 part of a team of childcare workers the Lead After School Program Worker plans and implements a safe, fun, and enriching environment 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, 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:**

- Plan and implement a variety of activities, games (i.e. soccer, dodge ball), crafts and outings with the children and homework club;
- Supervise children at all times during designated program time;
- Supervise students and/or volunteers;
- Liaise with parents and school staff during program time;
- Promote healthy development of individuals and to ensure safe and healthy interactions between the children, their peers, adults and their environment. This includes creating a safe zone and ensure the program reflects the organization's values, vision and mission.

#### **Qualifications:**

- Education and/or equivalent experience in child development, education, community-based social work, recreation or creative arts, with knowledge of child development;
- Ability to work independently with little supervision;
- Ability to supervise a group of school age children;
- Demonstrated ability to program plan and implement age-appropriate activities;
- Ability to be a role model demonstrating social skills and conflict resolution skills in a diverse setting;
- Experience with supporting children with special needs would be an asset;
- Experience working with students &/or volunteers would be an asset;

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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 understanding of teamwork and cooperation;
- Previous experience working with school-aged children would be an asset;
- Knowledge of a second language would be an asset, particularly Tamil, Chinese, or Vietnamese;
- Familiarity with the local community would be an asset.

**Status:** Part Time Contract (possible full days March Break and P.A. Days, as required, Contract ending June 29, 2023)

**Start Date:** ASAP

**Hours:** up to 15 hours per week (3 p.m. to 6 p.m., Monday to Friday)

**Rate:** \$18.04

**Unit:** Newcomer and & Family Programs

**Immediate Supervisor:** Children's Program Worker/Coordinator Children, Youth & Family Programs

**Posting Date:** September 9, 2022

**Closing Date:** September 16, 2022

**Note:** **All West Neighbourhood House employees are required to be fully vaccinated as a condition of hire in accordance with the West Neighbourhood House Covid-19 Vaccination Policy**

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

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