

# University Settlement

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23 Grange Road, Toronto ON M5T 1C3  
Telephone: 416-598-3444 Fax: 416-598-4401  
Website: [www.universitysettlement.ca](http://www.universitysettlement.ca)  
Charitable #: 119279412RR0001



University Settlement  
Founded in 1910

## *Over 100 Years of Service in the Community*

### **Job Posting**

**Job Title:** Children's Program Coordinator  
**Department:** Recreation  
**Reports to:** Director of Recreation & Facilities  
**Posting Date:** January 31, 2020

### **Organization Overview**

University Settlement is a multi-service agency that was founded in 1910 and has the distinction of being the first community-based social service centre in the City of Toronto. University Settlement's three offices are part of culturally rich and vibrant neighborhoods in downtown Toronto and North York.

### **Job Function**

This position is responsible for planning, organizing, supervising and evaluating children's programs including: After School activities, Day Camps, and Growing Up Healthy Downtown programs at our 23 Grange Road site. These programs focus on programming for children ages 4 to 12 years of age.

### **Qualifications**

- Minimum four years' experience in a supervisory role for both After School and Day Camp programs
- A diploma or degree in Recreation and Leisure services; or ECE diploma or a Child and Youth Care Degree
- Demonstrated experience in program planning, and budgeting for children's programs
- Excellent interpersonal and supervisory skills
- Demonstrated understanding of positive child development and the stages of child development
- HIGHFIVE Trainer or Quest 2 Certification preferred, although candidates with PHCD Certification may be considered
- Demonstrated understanding of and experience using evidence-based outcome planning, evaluation and developing character focused programming
- Proven skills in the arts and/or sports and the ability to lead these activities to children
- Sound administrative and computer skills

### **Assets**

- Experience working in a unionized setting
- NOTE: if the successful candidate does not have HIGHFIVE Trainer certification, s/he must be willing to become trained as a HIGHFIVE Trainer within 18 months of hiring

## **Responsibilities**

- Train, mentor and supervise Day Camp, After School and GUHD program staff
- Design and evaluate evidence-based, outcome driven program plans designed to build children's emotional intelligence, life skills, character, self-esteem and practical skills
- Create environments and spaces that foster healthy child development
- Collaborate with schools and other partners to develop children's social/recreational programs in our catchment area
- Act as a member on designated committees
- Participate in GUHD network meetings
- Provide completed payroll for all Camp, GUHD and After School staff
- Complete funder applications and reports as required
- Support/participate in fundraising efforts including the Grange Festival
- Plan and develop family community programs/events including WE CARE and the community Halloween Party
- Actively participate in the annual budget process
- Take a lead role in parent registration for Camp, GUHD and After School programs
- Prepare staff and parent manuals and training materials
- Maintain all record-keeping regarding programs and volunteers
- Provides monthly reports, statistics and other required documentation in a timely manner
- Assist with overall departmental operations
- Other duties as required

## Terms of employment/ requirements of this position

- Police Reference Check with a vulnerable sector search, satisfactory to University Settlement
- HIGHFIVE Certification as noted in Qualifications
- Current CPR and Standard First Aid certification

## **Salary**

- \$47,793.20 per annum

## **Schedule**

- 35 hours per week
- Monday to Friday 10:30 am to 6:30 pm (with some evening and weekend work required)

## **Detail**

- Full Time, Unionized position

**If you are interested in this position, please send a resume and cover letter no later than March 2, 2020 to:** [ted.thompson@universitysettlement.ca](mailto:ted.thompson@universitysettlement.ca)

**Attention:** Ted Thompson, Director of Facilities and Recreation, University Settlement

University Settlement is an equal opportunity employer. We would like to thank everyone for submitting an application; only those chosen for an interview will be contacted.