

University Settlement

23 Grange Road, Toronto ON M5T 1C3
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Charitable #: 119279412RR0001



University Settlement

Over 100 Years of Service in the Community

JOB TITLE/ POSITION: Children's Program Coordinator
DEPARTMENT: Recreation
REPORTS TO: Director of Recreation and Facilities Management
Posting Date: December 14, 2021

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
- ECE diploma and/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
- Proven experience monitoring programs using the Quest 2 evaluation tool
- 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, they 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 The Grange Festival, 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
- HIGHFIVE Certification as noted in Qualifications
- Current CPR and Standard First Aid certification

Terms of Employment:

A valid Police Reference Check with vulnerable sector screening, satisfactory to University Settlement is a requirement of this position

All University Settlement employees are required to be fully vaccinated as a condition of hire in accordance with the University Settlement [Mandatory Vaccination Policy](#).

Schedule:	35 hours per week - days and evenings as needed
Starting Date:	ASAP
Hourly Rate:	\$26.52/hour
Details:	Full-time, Unionized Position

If you are interested in this position, please send your resume and cover letter to kate.mossop@universitysettlement.ca.

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.