

# University Settlement

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Charitable #: 119279412RR0001



## *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:** July 7, 2022

### **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 and youth programs including After School activities, Day Camps, and Growing Up Healthy Downtown (GUHD) program.

### **Responsibilities**

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

### **Qualifications**

- Minimum 4+ years experience in a supervisory role for both After School and Day Camp programs
- Degree/Diploma in Child and Youth Care, Education, Social Services, Social Work, Recreation, or



equivalent

- Demonstrated experience in program planning and budgeting for children and youth programs
- Excellent interpersonal and supervisory skills
- Principles of Healthy Childhood Development (PHCD) Certification, HIGH FIVE Trainer, and Quest 2
- Proven experience planning, developing, monitoring, and evaluating programs
- Knowledge of arts, culture, sports, and recreating activities and the ability to lead these activities for staff, children, youth, and volunteers
- Sound administrative and computer skills
- Standard First Aid with CRP certification

**Assets**

- Experience working in a unionized setting
- 2<sup>nd</sup> language
- Experience working with newcomer families

**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.

<b>Schedule:</b>	35 hours per week - days and evenings as needed
<b>Starting Date:</b>	August 29, 2022
<b>Hourly Rate:</b>	\$26.78/hour
<b>Details:</b>	Permanent Full-time, Unionized Position

If you are interested in this position, please send your resume and cover letter to [jobs@universitysettlement.ca](mailto:jobs@universitysettlement.ca) with the subject line **Children’s Program Coordinator position** by July 21, 2022.

University Settlement is an equal opportunity employer. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.