



Toronto Kiwanis
Boys & Girls Clubs

The Toronto Kiwanis Boys & Girls Clubs is hiring **Youth Computer Program Instructor**

We are building a dynamic team committed to providing high-quality after school programs for youth living in the Trinity Bellwoods community.

Are you....

- Someone who thrives on helping young people to achieve their potential?
- Skilled in using computers, designing and implementing engaging programs for youth and capable of managing a computer lab?

Responsibilities:

- Plan, organize and lead age appropriate computer instruction for a youth after-school/evening program that includes Internet Safety, MS Office, and Digital Arts
- Provide community access to TKBGC's computer facilities
- Ensure that all equipment is functional and in safe working condition
- Complete appropriate administrative tasks in a timely manner
- Offer homework support
- Maintain professional relationships with peers, members, volunteers, parents and other TKBGC patrons

Qualifications:

This is an Ontario Library Association Community Access Site funded position. You must be:

- 15-30 years of age
- A Canadian Citizen or permanent resident
- Not in receipt of EI benefits
- Experience with children 6 to 18 years of age
- Completed at least one post-secondary course
- Strong skills in various software applications and networks
- Strong program planning Skills
- Available in afternoons/evenings for program

Contract Period: 420 hours between December 2014 and March 2015 (approximately 25 hrs/weekly)

Location: TP Loblaw St Mary's Location (20 Portugal Square)

Pay: \$14/hour + 4% Vacation Pay

Please submit a *resume* and *cover letter* detailing your experience. Please send applications to Tim Bell, Manager of Children's Services by email to tbell@believeinkids.ca

**Applications will be assessed on an ongoing basis with a final due date of
5.00pm on Friday November 27th, 2015.**

The Toronto Kiwanis Boys and Girls Clubs encourage applications from all interested parties regardless of race, religion, ability or sexual orientation. We thank all applicants for applying, however, only those selected for an interview will be contacted. Successful candidates must undergo a Criminal Reference Check.



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