



Outreach Program Coordinator

Position Type: 10 Month Sept - June Contract - Full Time
(with opportunity for renewal pending funding)

Date Ad Posted: July 29, 2019

Job Region: ON - Metro Toronto Area

Application Deadline: August 16, 2019

Since 1921, The Toronto Kiwanis Boys & Girls Clubs has worked with young people and their families, enabling them to develop the life skills, knowledge and values essential to becoming healthy contributing individuals. Our goal is to develop young people who will have the ability to make informed choices about their physical, educational, personal, social, emotional and vocational lives. Serving 1100 young people in downtown Toronto, TKBGC provides a safe place in which to learn and play after school, during school breaks and other non-school times. TKBGC provides quality services that emphasize learning opportunities, leadership development, and employment preparation in an inclusive, receptive atmosphere with a staff of compassionate well-trained professionals.

Summary:

Reporting to the Manager of Children's Services, the Outreach Coordinator will manage & oversee our 3 outreach locations; Dundas JPS, St. Paul CS, Fred Victor during the afterschool period as well as provide support to our evening youth program at the Spruce Street Clubhouse.

Responsibilities:

- Plan, Monitor and evaluate the services provided by the Children's Services Department in relation to specified goals, objectives and budget guidelines. Plan and implement daily after school programs for our satellite locations, Assist in planning and implementing P.A. Day, March Break, Holiday Break programs, taking into account the abilities of Children; providing age-appropriate activities. Ensure that all equipment and supplies are inventoried, available and in safe working condition.
- Recommend changes to program, where appropriate, to other full-time staff and the Manager of Children's Services.
- Recommends and provides input on current and proposed new programs. Interpret trends in the field(s) of service by maintaining involvement in professional field as a whole.
- Recommends policies to Manager of Children's Services and/or assist Management Team/Board of Directors in formulation of these policies for the effective operation of the agency. Maintains all program registration and statistical information relating to necessary funding reports and summaries. Ensure that legal obligations of the programs are being met and reports any concerns to the Manager of Children's Services. Submits monthly reports and reports regularly. Participates in fund raising activities on behalf of individual programs and the agency. This may include attending events, speaking to donors or making presentations as requested by the Manager.
- Prepare, monitor, and/or assist in budget preparation for Children's Services programs and upon approval is accountable to the Manager for control of these resources.
- Secure, train, supervise, direct, and terminate (if necessary) program supervisors, contract staff and program staff (may include volunteers, co-op students, part-time and contract staff) in the performance of their duties; evaluates the performance of such staff members. Provides direction for the personnel function of the agency including maintaining current personnel records, in regard to all Children's Services staff. Recommends personnel policies for program staff to the Manager.
- Maintain highly effective client, community relations within programs. Maintain relations with other professional and social services groups in the community at large and serve on appropriate community committees. Interprets the functions of the Children and Youth Departments and the agency to the community through direct involvement and through public relations initiatives, including personal contact, literature, as planned with the approval of the Manager.
- Develop and recommend specific, written, long and short-range plans for the development of programs and services in consultation with the Manager and or the Program Director for the Programs and Services Committee of the Board.
- Help to ensure the safety and security of the members as well as program and assist in responding to critical incidents as outlined in TKBGC policies and procedures and become a member of the Health and Safety Committee
- Willing to work evenings – 1pm-9pm with flexibility to adjust schedule to support daytime programming as needed.
- Other duties as assigned

Qualifications:

- Excellent interpersonal and public relation skills
- A college diploma, B.A. or B.S. degree in Social Service, Recreation, or related field.
- Two years of supervisory management experience in Social Service, Recreation or related field Post-secondary education in Recreation or related field preferred
- High Five certification in Quest 2 and Principles of Healthy Child Development
- Current Standard First Aid and CPR
- A good understanding of behaviour management techniques, Intentional children and youth development & basic knowledge of programming trends. A proven ability to working with children and youth from culturally diverse and low-income communities
- Ability to manage people, organize, plan and implement activities appropriate to programs and organizational goals.
- Ability to create a safe and caring atmosphere while working with Children and Youth,



- Must possess a class "G" licence and a clean driving record. "F" class licence an asset
- Strong computer skills in: MS Windows, Word, Excel, Publisher, Internet and Outlook

Vacancies: 1

Period of employment: Immediately to June 26th, 2019

Compensation Type: Salary

Contact by: Email only please

Amount: prorated at \$39,000 - \$42,000 per Year

Job Contact Information:

Tim Bell
Manager of Children's
Services Email:
tbell@believeinkids.ca

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. No phone calls please. The successful candidates must undergo a Vulnerable Sector Screening.