

GLEN CAIRN COMMUNITY RESOURCE CENTRE
A United Way member agency

PROGRAM ACTIVITY LEADER

January 9, 2012 Internal Posting. January 12, 2012 External Posting.
Start Date: March 2012. Contract to cover parental leave.

Position Description/Job Posting

Reporting to/Supervisor:

Community Support Worker for Children and Youth (CSW), or the Youth Outreach Worker (YOW).

Position Summary:

To assist in the implementation of neighbourhood-based recreational, educational and skill development programs for children and youth between 6-18 years of age who are residents of the Glen Cairn and Pond Mills neighbourhoods. Programs include arts, crafts, games, cooking, recreation and sports activities. The goal of the activities is to develop personal and leadership skills.

Geographic Boundaries:

Glen Cairn Community Resource Centre provides services to families living in the area defined by the following boundaries: Highbury Avenue (east), Bradley Avenue (south), Adelaide Street (west), and the Thames River (north).

Major Responsibilities:

- Reporting to Supervisor, assist with the implementation, facilitation, and supervision of safe activities for children and/or youth.
- Assist Supervisor to ensure the facility, properties, activity areas, equipment and supplies used for the program are prepared, secure, and clean.
- Act as an appropriate role model for children and/or youth.
- Manage program participant behaviour and immediately report concerns to the Supervisor.
- Interact with parents, caregivers, and community groups.
- Promote programs and activities. Assist with special events.
- Participate in relevant staff training, staff meetings and prepare all appropriate paperwork.
- Adhere to START Guide guidelines
- Other duties as assigned.

Team Responsibilities:

- Actively participate at staff meetings, Centre events and activities, as assigned
- Participate in relevant staff training.
- Constructively participate as a member of the GCCRC staff team by furthering collective team goals, supporting team mates to achieve their programming goals, doing “whatever it takes” to ensure the Centre functions well
- Representing the principles and values of GCCRC in all interactions with others.
- Work in a team environment with a minimum of supervision. Exhibit strong sense of own capabilities, accept ownership and be accountable for own actions.
- Share information with team members. Collaborate with fellow employees and community members.
- Be receptive to change. Adapt to changing circumstances. Make suggestions for improvement.
- Respect diversity, treat others with respect, and seek to understand.

Qualifications:

- candidates must be 18 years of age at the start of employment
- 1 year of job related experience preferred
- Minimum level of education – some college or university education in related field
- current CPR and First Aid or a willingness to obtain PRIOR to start date – MANDATORY
- previous experience with diverse and marginalized populations, community development
- good leadership and interpersonal skills
- ability to speak Spanish, Polish or Arabic would be an asset
- Driver's License and reliable vehicle an asset
- Food Handlers Certification to be obtained before the end of probation period
- This position will require a Vulnerable Position Screening from the Police Services in the jurisdiction in which the candidate resides, prior to the first day of employment, but dated no earlier than six (6) months prior to the first day of employment.

Working Conditions:

Community based at various neighbourhood locations. Some work will occur outdoors as well as indoors. Some light to medium lifting may be required.

Usual Hours of Work:

- 16 hours per week (usually between 3:30-8:00 depending on the program day)
- early dismissal days, professional development days, Winter and March break – if programming is offered
- there may be times, dependent upon what is best for the program and the Centre, that the expectations will be to work during other times (later or earlier in the day, weekends)

Remuneration:

\$11.36/hour plus 4% vacation pay (January 2012)

\$11.77/hour (pay equity rate)

Applications:

Only candidates selected for an interview will be contacted. No phone calls please.
Resumes will not be kept on file after the vacancy is filled.

Send cover letter & resume by 4:00 p.m., Friday, January 20, 2012 to:

Charis Parker, Community Support Worker for Children & Youth

Glen Cairn Community Resource Centre

150 King Edward Avenue, London, Ontario N5Z 3T4

or

cparker@gccrc.ca clearly stating the subject "PAL".

Mission –

We serve our community, offering quality, innovative services, activities and care to the young, the young at heart and everyone in between.