

[Home](#)

Senior Program Leader - Home Run Scholars

Job Requisition Number: **1504**

Division: **Resident and Community Services**

Location: **All locations**

Address(es): 400 McCowan Rd
1021 Birchmount Rd 30 Teesdale
2743/2749 Victoria Park Ave
2 / 5 Brahms
2821 Birchmount Rd
675 Kennedy
3847 Lawrence
501 Adelaide
Rivertowne
21 Windermere
150 Dan Leckie
10 Humberline Place
2765 Islington Av
900-910 Queen's Plate
3101 Weston Rd
15 Tobermory
1025 Scarlett Rd
58 Wateron
4020 Dundas St W
650 The East Mall

Affiliation: **CUPE 79**

of Vacancies: **21**

Vacancy Type: **Seasonal/Casual**

Contract Length: **Approximately 9 months**

Minimum Salary \$: **12.70**

Maximum Salary \$: **12.70**

Grade: **REC05**

Work Details (Days/hours): **12 hours per week, Monday to Thursday, 4 PM to 7 PM**

Existing or New: **New**

Posted Date: **6/20/17**

Deadline to Apply: **7/7/17**

Recruitment Contact: **Claudiu Filimon**

About Toronto Community Housing Corporation

Toronto Community Housing Corporation ("TCHC") is Canada's largest social housing provider. We provide homes to 58,500 households with low and moderate incomes, in some 350 developments across the city. Our residents include seniors, families, singles, refugees, recent immigrants to Canada and people with special needs. Our resident population reflects a broad diversity in terms of age, education, language, sexual orientation, mental and physical disability, religion, ethnicity and race, as well as increasing diversity in lifestyles and values. Our 1,600 employees work to achieve our vision of better homes, better neighbourhoods, and a better Toronto for all.

Description

Make a difference

Is community development your passion? Do you want all persons of Toronto to have the opportunity to thrive? If working in a collaborative environment and feeling like you contribute to the greater good is where you see yourself, you may want to consider working with Toronto Community Housing!

The City of Toronto and Jays Care Foundation are partnering with Toronto Community Housing to run an after school program called Home Run Scholars for children (grades 1-6) living in Toronto Community Housing. The program provides participants with homework support, a wide range of recreational activities as well as a chance to learn and grow through art, drama and creative exercises.

The contract term for this position will be approximately 8 months, working 12 hours per week (Monday, Tuesday, Wednesday and Thursday - 4:00 pm to 7:00pm). Successful candidates will need to be able to work all four days (Monday, Tuesday, Wednesday and Thursday - 4:00 pm to 7:00pm). So if you are planning your schedules for the fall, please keep this in mind. Successful candidates will also need to attend paid training on September 5 and September 8 in the afternoon.

What you'll do

- In conjunction with the RCS Program Coordinators, and Home Run Scholars Program Leaders (Tutors) , you will identify residents' needs for cultural, educational, recreational and social activities
- Support the development and implementation of a variety of educational, social and recreational activities meeting the needs of children in the community Plan and lead one hour of diverse sport programming each day of the program
- Ensure the recreation program operates safely
- Prepare two healthy snacks each day of the program
- Support the 2 Tutors with homework support, extended learning activities and choice time activities as assigned
- Promote all TCHC lead programs and activities on an ongoing basis
- Evaluate programs on an ongoing basis in conjunction with on-site staff
- Responsible for community space during program hours, inclusive of reporting deficiencies to manager and securing space once program is complete
- Liaise (if applicable) with front-line staff assigned to the portfolio to ensure cooperative programming
- Provide ongoing support to all on-site program staff
- Communicates with guardian of program participants to address any concerns or urgent situations
- Conduct ongoing inventory and inform the Senior Program Leaders of supplies needed during the program
- Participate in staff meetings, local and city wide events as directed by the manager
- Maintain a co-operative relationship with other program and agencies within the community
- Wear the official TCHC staff uniform and nametag while on duty
- Ensure that final program report is completed at the end of the program and that all forms and supplies are handed in
- Other duties as assigned

What you'll need

- Demonstrated knowledge, experience and/or academic background in working with youth and children in a community based setting
- Experience with program planning, implementation, and evaluation of community based programs
- Demonstrated experience in community outreach
- Proven organizational, communication and interpersonal skills
- Experience in organizing, promoting and/or facilitation of special events
- First Aid qualifications (minimum of Emergency First Aid) is an asset, or must be willing to obtain certificate prior to commencement of work assignment

PLEASE NOTE - Applicants 18 years of age and over, must present a valid and suitable Police Reference Check (Vulnerable Sector Screening) prior to commencing employment. Applicants must be eligible to complete the expedited Vulnerable Sector Screening process (see https://www.torontopolice.on.ca/prcp/vulnerable_sector_expedited_service.php for conditions).

What's next

Once you apply, we'll review your resume to determine if your skills and experience match the qualifications for the role and only qualified candidates will be contacted for next steps. If you move forward, the process may include an interview, written/practical test, and reference check.

All employees that meet the minimum qualifications outlined in the What you'll need section are invited to apply for this posted position. For unionized roles, priority consideration will be given to qualified candidates who belong to the bargaining unit of the posted position.

When submitting your application/resume, be sure to tell us about your skills and qualifications that are a match to those specified in the job posting. You can update your profile at anytime, but please note that only application information submitted prior to the deadline to apply will be accepted.

Accessibility for Applicants

Toronto Community Housing is committed to equity in employment. Our goal is a diverse, inclusive, and barrier-free workplace that reflects the communities we serve.

We will provide reasonable accommodation to applicants with disabilities at all stages of the hiring process in accordance with the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, 2005, and Toronto Community Housing's Accessibility Policy.

If you are a person with a disability and need the job posting in an alternative format or any other accessible accommodations during the hiring process, please email your request to our Human Resources department at accessibility.hr@torontohousing.ca or call our

accessible accommodations line at 416-981-4119. Please refer to the job requisition number when you contact us.

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