



YMCA of Central East Ontario
Balsillie Family Branch – Peterborough

POSITION VACANCY: After School Program Co-ordinator
(Recreational Programs)

EFFECTIVE: April 3, 2017

REPORTS TO: Manager Community Outreach and Youth

STATUS: Part Time Contract - Monday – Friday
April 3, 2017 to June 30, 2017

OVERVIEW:

The YMCA of Central East Ontario is a charity committed to strengthening the foundations of community. We are dedicated to helping people grow in spirit, mind and body.

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Central East Ontario with a current (within 30 days of hire) and satisfactory Police Records Check with vulnerable sector screening.

The After School Program Co-ordinator provides hands on leadership and support for the recreational based programs so that they reflect YMCA principles and standards. Build a framework that allows for staff development, training, coaching and supervision. Build relationships with representatives of both school boards and provide leadership and guidance in handling participants behaviours and communication with families. Responsible for all site operations, emergency procedures and program administration.

KEY RESPONSIBILITIES:

- To supervise, support and assist other team members in the delivery of quality programming that reflects the YMCA standards and principles.
- Provide a balanced work week with direct program leadership and administrative support
- To ensure program plans are followed and monitored with specific measurements of success.
- Regularly monitor staff performance and complete reviews.
- To exercise good judgement in conflict resolution.
- To model excellent customer service and leadership behaviours.
- To ensure that all program areas are staffed to meet staff to participant ratios.
- To be responsible for the safety and security of all participants, and follow the YMCA Child Behaviour Management and Child Protection Policy at all times.
- Ensure that program areas are kept safe, clean and well organized.
- To check for potential health and safety hazards at all times while on duty and complete incident reports when necessary.
- To attend all staff meetings, training sessions and special events as required.
- To be in full uniform while on duty.
- To maintain current qualifications as required by the position.

WORKING CONDITIONS:

- Hours are Monday-Friday (some evenings and weekends may be required)
- High paced dynamic environment
- Must be comfortable performing Standard First Aid and/or CPR
- Must have your own transportation or access to your own transportation

EDUCATION/TRAINING/QUALIFICATIONS:

- Post-Secondary Education
- Standard First Aid, CPR 'C', AED and WHMIS
- Satisfactory Criminal Reference Check (Vulnerable Sector Check)
- Strong interpersonal skills

EXPERIENCE:

- Minimum 2 years of supervisory, program management and experience.

CORE COMPETENCIES:

Commitment to Organization Vision & Values	Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of YMCA
Relationship Building & Collaboration	Builds positive interactions, both internally and externally to achieve work related goals.
Concern for Health & Safety	Acknowledge and understands how to manage and educate others of risk and harm reduction.
Integrity	Demonstrates responsible behavior at all times and maintains high ethical standards.
Child & Youth Focused	Commits to assisting growth and development among young children.
Communication	Communicates in a thorough, clear and timely manner and support information sharing and goal achieving across the YMCA.
Teamwork	Participates actively in a team for organizational effectiveness.
Initiative	Seeking and finding solutions to problems without waiting for direction
Quality Focus	Ensures that success criteria for self, staff and programs are set, reviewed and surpassed regularly to provide excellent service delivery.

All interested candidates are to submit a letter of application and resume to:

Heather Stephens

Manager Community Outreach and Youth
YMCA of Central East Ontario – Balsillie Family Branch

heather_stephens@ymca.ca

Applications will be received until **March 24, 2017**

We appreciate your interest in a career opportunity with the YMCA of Central East Ontario. Please note that only those selected for an interview will be contacted.

The YMCA of Central East Ontario is committed to an environment that is barrier free; if you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Central East Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association.