



Internal/External Posting

PLEASE POST

Dec. 11, 2017

WATERFRONT NEIGHBOURHOOD CENTRE

Activities Leader (2)

Tues. - Kids Cookin' in the Kitchen 6:00 pm – 7:30 pm Ages 6 – 11

Sat. - Little Chefs Cookin' in the Kitchen 12:15 pm -1:15 pm Ages 4 - 5

SUMMARY:

To promote, plan, implement and maintain a supportive and creative environment for children, families and individuals depending upon the requirements of the program.

DUTIES AND RESPONSIBILITIES:

1. To assist in the promotion, planning and implementation of the Kids Cookin' in the Kitchen program for children, families and individuals based upon program requirements and designated time period.
2. To assist in planning cooking activities for the program on a weekly basis that are best suited to individual and group needs while balancing social emotional, physical and cognitive activities.
3. To provide a supportive, creative, and safe environment for children, families and individuals that will create opportunities for positive growth and development.
4. To maintain daily records, attendance, permission forms, etc.
5. To provide supervision of the children, families and individuals in all cooking activities in the location and on field trips, being aware of safety and supervision issues at all times.
6. To communicate with parents of children and youth enrolled in the program in order to update them on activities and future plans.
7. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience working with children, families and individuals from diverse backgrounds and related education.
- Proven ability to promote, plan, implement and maintain age appropriate programming and behavior-best suited to individual and group needs.
- Experience in working with, students, volunteers and encouraging parental input.
- Food Handling Certificate required and understanding of the Canada Food Guide.
- Current CPR and First Aid required.
- Vulnerable Sector Screening – Police Reference Check

Salary Scale: \$15.08/hr.

Hours: 1.5hrs-3/per week – and relief as required

Start Date: Week of Jan. 8 -12, 2018.

Deadline for application: Dec. 24, 2017.

Please send resume to:
Activities Leader – Children’s Programs Hiring Committee
627 Queen’s Quay West, Toronto, Ontario, M5V 3G3
Fax: 416 392-1512 Email: info@waterfrontnc.ca

Waterfront Neighbourhood Centre is an equal opportunity employer. Only applicants selected for the interview will be contacted.

Please note that all applicants are encouraged to provide a valid email address for communication purposes. Applicants who provide an email address may receive their written correspondence with respect to this job posting directly to the email address provided with their application. As an applicant, it is your responsibility to ensure that you check your email regularly to receive this correspondence.

Accommodation will be provided in all parts of the hiring process as required under the City of Toronto's Employment Accommodation policy. Applicants need to make their needs known in advance.