



Boys & Girls Club of East Scarborough

Program Developer and Facilitator (Part-time)

The Boys & Girls Club of East Scarborough provides a wide range of services to children, youth and their care-givers, from all cultural and economic backgrounds.

The role of the Program Development & Facilitator is to provide program support and to enhance programs that focus on the social determinates of health (i.e. education, social exclusion, health services, etc.) He/She will be required to research resources and coordinate the efforts of team members and partnering agencies in order to develop programs that meet the long term outcomes of the Boys and Girls of East Scarborough, and the Ministry of Health Promotion and Sports. He/She will collaborate with Lead Staff and Department Managers to identify program objectives and evaluate program outcomes to ensure that the objectives are met. This position is funded by the Club and in part by including the Ministry of Health Promotion and Sports.

Major Responsibilities:

- Liaise with the Department Managers, Lead Staff and Supervisors to develop, maintain and assist with the implementation of children and youth program as it relates to the Agency's service plan
- Collaborate and evaluate with Lead Staff, Supervisors and Program Staff on site to ensure that the agency programs are achieving MPH After School Program guidelines and the Agency's established client outcomes
- Complete quarterly Quest 2 evaluations for all program (After School, Summer Camp & Evening) sites
- Review Site Evaluation forms with Department Manager to form strategies on how to enhance the program
- Create recommendation reports for the Department Manager(s) in order to identify successful and project as well as those that require strengthening
- Research, identify and implement local resources and best practices to enrich program content and delivery
- Meet on a regular basis with the Manager of Children and Early Teen Services and the Manager of Youth and Community Outreach to update status and plan strategies for programs
- Conduct monthly program (After School, Summer Camp & Evening) visits and complete site evaluation forms (submitted to Department Managers) to monitor and determine specific site needs, program trends and future program opportunities
- Provide ongoing frontline support to the Youth Evening Program
- Collect and record weekly statistical data relating to all programs for funding and reporting purposes
- Complete all reports and documentation as required
- Produce promotional materials as directed by the Manager(s)
- Facilitate team meetings and attend other relevant community meetings as directed by the Manager(s)
- Complete other duties as assigned

Qualifications:

- Diploma or 3 yr BA with 2 yrs minimum experience with youth engagement or Bachelor's degree (Community & Youth Work, Sports and Recreation, Social Sciences or Community Development).
- Minimum of 3 yrs experience with youth development programming or activities.
- Experience working with children, youth and families
- Must possess strong communication skills (both written and oral), strong problem solving and analytical skills
- Ability to work flexible hours with occasional weekends
- Demonstrated ability to motivate, lead and evaluate effective delivery of program and services
- Demonstrate ability to work effectively with limited supervision
- First Aid and CPR certification or willing to obtain certification prior to employment
- High Five Certification, PHCD, Quest II or willing to obtain certification prior to employment

Job #: PDF-11

Please submit resume to

East Scarborough Boys & Girls Club
100 Galloway Road, Scarborough, ON, M1E 1W7
Fax 416-281- 0458 E-mail hr@esbgc.org

Thank you for your interest. Only applicants selected for an interview will be contacted. The East Scarborough Boys and Girls Club is committed to the principles of employment equity and encourages applicants from all Human Rights protected groups.