



Spence Neighbourhood Association **EMPLOYMENT OPPORTUNITY**

POSITION: BUILDING BELONGING COORDINATOR

Spence Neighbourhood Association is looking to fill a full-time Building Belonging coordinator. The Spence Neighbourhood Association is looking for a coordinator for the Building Belonging program, a program for 6-12 year olds in the Spence Community. Building Belonging is an after school program Monday to Friday 3:30- 6:00pm and summer 10-5 pm, which works on building connections between the community and its children. We are looking for an individual who is very organized, motivated and takes initiative. This position works with a co-coordinator, so team work and communication skills are very important.

Primary responsibilities include:

- Planning, organizing and facilitating daily after school programming for 6-12 year olds
- Work side by side with co-coordinator to run the building belonging program
- Finding ways to build belonging – connecting kids to the community, the people in their community and helping them play a role in making it a good place to live through the programming.
- Recruiting, managing, training and scheduling volunteers
- Planning, grocery shopping, preparing and serving a daily healthy meal for 30-50 children.
- Keeping record of and reporting monthly on volunteer hours, attendance and activities
- Communication with staff, volunteers and families
- Transporting children daily to and from school/home
- Family engagement in programming and special events
- Fundraising and sustainable fund development

Desired qualifications:

- Must have experience organizing programming for 6-12 year olds.
- Must have education or training in coaching, teaching or recreational programming.
- Must be able to provide clear direction and feed back to volunteers, youth participants and green team youth assistants.
- Must have an in depth understanding of inner city communities
- Must be able to communicate both verbally and in writing.
- Must enjoy team work and be willing to assist other youth program leaders.
- Must be able to provide a current criminal record check and child registry check
- Must be able to work afternoons/evenings
- Current First aid and CPR training are assets
- Must have a Drivers Licence.
- Experience cooking meals for large groups (30 people or more) an asset
- Experience in coaching sports, working with youth or supervisory experiences are assets.
- Creativity and ambition are asset

Assets:

- Leadership skills
- Organization skills and abilities



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Hours and remuneration:

The Employee agrees to fulfil a 37.5hour work/ week. SNA agrees to pay \$15-\$17 per hour for a 37.5 hour workweek on a bi-weekly schedule, with hours paid as worked. Required CPP, EI, and tax deductions will be made and employer contributions will be paid. Responsibilities may require flexible hours to be worked (i.e., evenings and weekends). However, regular hours will be between 12 pm and 7:30 pm Monday to Friday.

The Spence Neighbourhood Association would like to encourage applications from qualified candidates who reflect the diversity of our community.

DEADLINE FOR APPLICATION:

**4:00pm Friday February 22nd,
2019**

SUBMIT RESUME & COVER LETTER TO:

Spence Neighbourhood Association
Attention: Jamil Mahmood
615 Ellice Ave, R3G 0A4
E-mail: jamil@spenceneighbourhood.org