



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

416-461-8143 | www.applegrovecc.ca

JOB POSTING

Afterschool Program Lead (Part Time)

Existing Vacancy

PRIMARY RESPONSIBILITY

To plan, coordinate, implement and evaluate an afterschool program for children aged 6 to 12, and to lead and support program staff and volunteers.

DUTIES AND RESPONSIBILITIES

- Plan, implement, supervise, participate in and evaluate appropriate daily program activities
- Ensure the safety of participants at all times
- Coordinate, support and provide input into evaluation of program counsellors and volunteers
- Maintain program attendance records and paperwork
- In consultation with other staff, organize the purchase of materials and supplies
- Take the lead on communication with parents and caregivers about information and feedback regarding their child
- Ensure that participant behaviour problems are dealt with sensitively and effectively, and that the behaviour management methods used are appropriate according to agency policies and guidelines
- Communicate and coordinate with other on-site programs, as appropriate
- Provide updates and regular communication with the Child and Youth Coordinator

QUALIFICATIONS

- At least 16 years old and have experience working directly with children aged 6-12 years
- Some post-secondary education in community services, social sciences or related field, or equivalent experience working in programs for school-age children
- Experience with program planning, implementation and evaluation
- Strong verbal communication skills
- Strong relationship management skills with demonstrated ability to consult, collaborate and resolve conflict effectively
- Understanding of diversity, equity, inclusion and belonging and commitment to cultivating respectful and inclusive work and program environments

Assets

- Current First Aid and CPR certification
- Knowledge of Microsoft Office

Charitable Number: 10671 8943 RR0001

TERMS OF EMPLOYMENT

Position Status	Part Time Permanent
Hours per Week	20 hours per week
Hours of Work	Monday to Friday, 2:00 pm – 6:00 pm
Union Status	Union Position - CUPE Local 2998 – Wage Grade 4
Starting Hourly Wage	\$22.05 - City of Toronto AOCC 2026 Wage Grid for Union Staff (Range: \$22.05 - \$26.39)
Benefits	Eligible for health, dental, life and disability benefits after completing probation; eligible for enrolment in OMERS pension plan from day one
Reports to	Program Director
Location	Onsite, with no opportunity for remote work

OTHER REQUIREMENTS

- A satisfactory Vulnerable Sector Screening will be required (Applegrove will cover the cost)
- In accordance with our Collective Agreement, members of CUPE 2998 will be considered first (please identify this in your application).
- Paid full day training will be scheduled for Tuesday, September 1, times TBC

APPLICATION INSTRUCTIONS

Provide your cover letter and resume by email or mail by 5 pm on Wednesday, August 26 to:

Josh Grainger (he/him), Program Director
Applegrove Community Complex
60 Woodfield Road
Toronto, Ontario, M4L 2W6
Email: jgrainger@applegrovecc.ca

For emailed submissions please use the subject line “Afterschool Program Lead” and provide your documents as PDF documents labelled with your last name.

Please also share which pronouns you would like us to use when corresponding with you.

Only applicants selected for an interview will be contacted.

Applegrove is an equal opportunity employer and encourages applications from diverse candidates. In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the City of Toronto’s Accommodation Policy, accommodation will be provided in all parts of the hiring process. Applicants are asked to make their needs known in advance.