



Malvern Family Resource Centre

90 Little's Road, Scarborough, ON M1B 5E2

☎(416) 284-4184 ★ Fax 416-293-1997

Website: www.mfrc.org ★ Email: mail@mfrc.org

MIDDLE YEARS PROGRAM COORDINATOR **Job Posting (External Posting)**

Position: Middle Years Program Coordinator
Department: Middle Years (6 – 12 years)

Summary:

To oversee the coordination of agency after-school programs in ten schools as well as meeting the monitoring and reporting requirements of all funders. To work collaboratively with other members of staff team to ensure appropriate training, supervision, and support to Middle Years program delivery staff.

Administrative Responsibilities:

- Completes all written funding reports, proposals or other submissions as required by the Ministry in consultation with the Manager, Children's Programs and Services
- Prepares and reviews all data collections for the Ministry
- Ensures all programs are achieving and maintaining targets as set out by the Ministry
- Jointly develops and monitors the After-School annual budget with the Manager, Children's Programs and Services
- Purchases supplies, groceries and equipment for all programs with approval from the Manager, Children's Program & Services
- Maintains and administer petty cash funds within Malvern Family Resource Centre's guidelines
- Proposes appropriate promotional and marketing plans in consultation with team
- Ensures payroll for Middle Years staff is submitted
- Tracks daily statistics on program attendance
- Maintains a database to track volunteer hours in consultation with Volunteer & Outreach Coordinator
- Ensures the implementation of the agency's policies and procedures.
- Provides written reports as required

Program Responsibilities:

- Consults with Manager, Children's Programs & Services regarding recommendations for new programs
- Reviews and implements any recommendations for improvement to existing programs as identified by Site Manager
- Plans and co-ordinates PA Day, March Break, & Summer Camps
- Ensures the delivery of effective, accessible, and age programming for children in the Middle Years Centre
- Work with after-school staff to ensure that individual program plans are in place for after school programs
- Ensures that program environment facilitates the achievement of Ministry outcomes
- Develops and implements an outreach plan with staff in collaboration with Volunteer & Outreach Coordinator to promote the program and recruit participants.
- Assists with client referrals into other ongoing programs at the Centre
- Conducts regular site visits to satellite programs to support staff and the program as needed

Supervision:

- Participates in the recruitment & hiring of Middle Years staff, placement students and volunteers
- Trains, monitors and evaluates performance of Middle Years staff, placement students and volunteers
- Ensures all Middle Years employees, placement students and volunteers follow Malvern Family Resource Centre's policies and procedures
- Consults with after-school staff at regular team meetings to review the quality of programs provided and to resolve problems that arise
- Creates a team atmosphere with all Middle Years Staff
- Maximizes the use of teams and includes staff in decision-making process



United Way
Member Agency

1321 Neilson Road, Scarborough, ON, M1B 3C2

☎416-281-1376

FAX 416-281-8898

"Strengthening Families is Our Business"

- Maintains a contingency plan in the event of staff or volunteer absences including the recruitment and hiring of relief staff
- Assists staff and volunteers to resolve performance difficulties, discusses unresolved problems with Manager, Children's Programs & Services, and implements suggestions for resolutions.
- Resolves any issues which after-school staff might have in dealing with parents and children

Community Development:

- Establishes partnerships that will enhance the programs
- Develops links with community partners including local schools and other organizations
- Participates on relevant networks/committees

Other Responsibilities:

- Keeps current on research and issues affecting families and children
- Participates on relevant Board of Directors and staff committees (i.e. volunteer, fundraising and program)
- Attends all meetings related to the After-School program as required by the Ministry
- Attends staff meetings, training sessions and other MFRC related events

Skills, Education, Experience and other Requirements:

- Minimum college diploma or bachelor's degree in Human Services or combination of relevant experience and education
- Program development and implementation skills
- At least 2 years experience in the field with supervisory responsibilities
- Strong planning, organization and interpersonal skills
- Excellent oral and written communication skills
- Proficient in computer and appropriate software
- Skills and experience working with a multicultural and marginalized clientele
- Ability to work independently and as part of a team
- Demonstrated ability to manage multiple deadlines
- Valid Driver's License with access to a vehicle
- Criminal reference check is required
- Commitment to non-discrimination practices and an anti-oppression framework
- Assists with other duties as assigned
- Provide us with a COVID-19 proof of vaccination for both doses and any other booster doses as required by government legislation.

Salary Range & Hours of Work:

- \$40,000 - \$45,000
- 37.5 hours per week

Accountability:

- Position will report to the Manager Children's Programs & Services

Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at aoda@mfrfc.org (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered.) Please send resume and cover letter to anusha@mfrfc.org as one document. No phone calls regarding jobs will be accepted.