



SWANSEA
TOWN HALL
COMMUNITY CENTRE

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Job Posting

Position: Homework Club Co-ordinator

Primary Function: Swansea Town Hall runs a weekly Homework Club Program during the school term targeting children in Grades 4 to 8 in the Swansea Community. The Club Co-ordinator will be responsible for:

- Plan and manage a quality, educationally value-added program for our weekly Homework Club during the school term
- Recruit, schedule, train and supervise volunteer tutors
- Manage student registrations, attendance and obtain all necessary parental permissions
- Assess individual student needs and assist with goal setting and learning strategies
- Report regularly to management, verbally and in writing, on the program
- Administer and track Vulnerable Sector checks or annual waivers on all volunteers with the Toronto Police Service
- Ensure all program records are kept updated
- Manage all communications, emails and queries from parents, volunteers, schools and the community
- Work with management to promote the program and develop plans for its success and evolution
- Plan and coordinates distribution of snack and drink each week
- The Co-ordinator reports to the Executive Director

Key Qualifications:

- Have completed or be in the process of completing post-secondary education, preferably in the field of education
- Experience in child education and supervising volunteers or employees
- Ability to plan, coordinate and manage a program from start to finish
- Program management experience or skills
- Strong communication, records management and administration skills
- Individual must be motivated to promote the Swansea Town Hall and the Homework Club
- Ability to encourage and motivate students to complete homework or other educational activities
- A friendly, child oriented individual who is good at team building

Wage Range: \$21.74/Hour to \$25.79/Hour (CUPE Local 2998 Wage Grade 5)

Current Hours: Contract position September 2024 to May 2025, up to 10 hours per week.

This is a CUPE Local 2998 position. If you are a City of Toronto employee, you cannot be a member of more than one union local.

Please submit resumes by Friday, August 16, 2024 to Swansea Town Hall, Attention: Executive Director by email only to app@swanseatownhall.ca . Only those selected for an interview will be contacted.