

Program Facilitator, Tutor Me Please

TNO - The Neighbourhood Organization (TNO) is a well-established community-based social and health service agency providing a wide range of programs and services supporting low-income and newcomer communities across Ontario and sometimes across different provinces through online services and referrals. We are seeking two **Program Facilitators for Tutor Me Please** to join our team in a **part time contract** role. TNO is a great place to work and we make a difference in the communities we serve.

The Program facilitator role involves overseeing school-age children, developing individualized lesson plans, fostering positive interactions, and ensuring emotional and physical well-being. Candidates should have a minimum High School Diploma, with a preference for further education in child development or a related field, along with two to three years of experience in children's services institutions. Demonstrated expertise in behavior management for large groups, experience with diverse communities, and a background in anti-oppression and LGBTQ+ positive frameworks are essential. A valid police clearance for the vulnerable sector, First Aid & CPR certification, tuberculosis test result, and proficiency in English are required, with an additional language as an asset. The successful candidate will possess knowledge of office equipment, strong interpersonal and problem-solving skills, and a commitment to maintaining confidentiality and security of records.

As a Program Facilitator, the role encompasses preparing, facilitating, and evaluating the program, involving the planning and implementation of weekly activities, ensuring program safety, and interacting with children and parents. This position holds the responsibility of maintaining a positive and safe learning environment, collaborating with the EarlyON CFC team and public school. Administrative duties include purchasing supplies and refreshments for the program, record-keeping, and handling program equipment. Additionally, responsibilities involve orientation, training, and maintaining records for volunteers and placement students. The Program Facilitator operates under the supervision of the Program Manager and may oversee placement students and volunteers as required.

Vaccination Requirement – You must be fully vaccinated against COVID-19, subject to any valid medical or religious exemption from vaccination as provided by the Ontario Human Rights Code.

Screening – As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening.

Job Type: Part-time contract position until April 24, 2024

Work Location(s): 45 Overlea Blvd.Toronto, ON M4H-1C3

Schedule: 2:30 - 5:30pm on Wednesday (3 hours per week)

Benefits:

- Employee Assistance Program (EAP)
- Social activities organized by the organization
- Public transportation nearby

Application Process: Please submit your to recruitment@tno-toronto.org with the subject line “Application for Program Facilitator” by February 19, 2024. We thank all applicants for their interest, but only those selected for further consideration will be contacted.

TNO is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities, and other equity-seeking groups to apply. TNO is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please let us know.

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