

KERR STREET MISSION ("KSM")

Kerr Street Mission provides relief for the present and gives hope for the future to Oakville's most vulnerable citizens. As a charitable Christian organization, we acknowledge that every person is created in the image of God and has inherent value and dignity. With the assistance of many community partners, KSM offers a number of programs to support children, youth, and low-income families. In all that we do, we strive to reflect Christ's love through integrity, transparency, responsiveness, education and compassion.

Purpose and Scope:

The position provides leadership and support to all aspects of children's programming including but not limited to school age programs, partner programs and family meals. The position is responsible for development and execution of high quality programming while ensuring all guideline and regulations are met and/or exceeded. The position reports directly to the Manager, Programs & Partnerships along with the School Age Supervisor and works as a team member with all staff and volunteers.

The role has several key responsibilities. Responsibilities include but are not limited to:

- Program Planning and Delivery: Demonstrate respect, compassion and act as a positive role model while planning, leading and supervising high quality program for children that challenge and encourage them to learn, grow and build Developmental Assets while ensuring all best practices are considered and integrated into programming.
- Program Accountability: Create, maintain and track all program manuals, handbooks, policies and procedure, information and statistics and ensure they meet all current guidelines, regulations and are in line with best practices.
- Develop strong relationships & communication with staff, volunteers, community partners and parents/families. Work collaboratively with other program supervisors to collaboratively support programming continuum.
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All Kerr Street Mission team members and volunteers work collaboratively to:

- Promote and build awareness of Kerr Street Mission and its programs
- Ensure the highest quality program for our community: set outcomes, maintain compliance and quality. Actively participate in developing, evaluating and monitoring programs.
- Maintain the confidentiality of all Kerr Street Mission information.
- Operate within the culture, philosophy and values of Kerr Street Mission
- Complete other duties as assigned

About You:

This role is suitable for a dynamic and confident person with a combination of relevant education and experience working with families and children who is able to motivate and command their respect and has demonstrated success creating, developing, implementing and leading programming to a diverse group of individuals.

Candidates must demonstrate some flexibility in hours (Monday-Friday) along with the following skills and characteristics:

Essential:

- Relevant education and in good standing as an Early Childhood Educator (ECE), Ontario College of Teachers (OCT), Educational Assistant (EA) along with Standard First Aid & CPR certification
- Experience/education working directly with children and families either in voluntary or paid capacity
- Experience/education supporting, developing, implementing and leading programming and supervising staff and volunteers.
- Ability to motivate, lead and command respect of a group
- The ability to listen to others and help them reflect on their own thoughts and feelings
- Energy and enthusiasm to serve as a role model for a diverse group of individuals
- Highly motivated individual with collaborative approach to work and proven problem solving skill especially when under pressure
- The persistence and flexibility to thrive in a fluid and demanding environment
- Strong ability to organize, adhere to timelines, communicate effectively both orally and in writing
- Police screening clearance with vulnerable sector check

Beneficial

- Class G Drivers License and access to vehicle
- Quality First, Developmental Assets, High Five & Safe Food Handling training

We also look for all employees to show the following characteristics:

- Faith - building: Fully aligned with the message and mission of Kerr Street Mission.
- Trust - building: Works hard to build trust with people and demonstrates commitment to relationship building.
- Responsibility - taking: Takes responsibility for actions and attitudes. Claims and solves problems and looks outward for solutions.
- Understanding and Empathy: Works to understand others - their strengths, fears and needs. Ready to stand up for differences
- All employees must comply with the Mission, Vision and Core Values of Kerr Street Mission

We thank you for all applications; only those selected for an Interview will be contacted via email.

PLEASE NO PHONE CALLS

Please submit a cover letter and resume attachment via email only by July 25, 2018

Kerr Street Mission

Attn: Mrs. Erin McAllister

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Kerr Street Mission is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. We offer an environment that will support you in reaching your potential. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in their cover letter when they apply.