APPLEGROVE COMMUNITY COMPLEX

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"TOGETHER, BUILDING OUR COMMUNITY"

TORONTO
An Agency of the City of Toronto

Job Descriptions
as of August 2011

Individual job descriptions are also available.

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APPLEGROVE COMMUNITY COMPLEX
Job Description
Afterschool Program Worker
Draft update July 2011

Accountability: The Afterschool Program Workers *are* ~~is~~ accountable to and take~~s~~ direction from the Program Director. *All Afterschool staff work collaboratively with each other.*

Education, Training & Experience: Education in Social Services or Community Services; plus 1 year of experience working directly with children ages 6 – 12. Background must include program planning, implementation and evaluation; conflict management; informal counselling; and experience in a multi-cultural community with a variety of socio-economic levels. Current first aid certificate an asset.

Skills: Requires effective communication with children, co-workers, parents and staff of other community programs. Must be creative, flexible, organized, dependable, warm and professional.

Primary Responsibilities: To plan, implement and evaluate the afterschool program activities for children ages 6-12, and to *provide direction to* ~~supervise~~ junior staff, *student placements, volunteers, etc.*

Duties:
1. Ensure the safety of participants at all times
2. Provide a safe and welcoming environment where participants can try new ~~things~~ *activities, practice skills* and develop ~~new~~ friendships
3. Involve participants and parents/caregivers in planning and evaluating ~~some~~ program activities, where possible and appropriate
4. Empower participants by implementing a behaviour management method based on choices and consequences
5. Identify new program needs
6. Plan and lead recreational and life skills activities, trips and workshops appropriate for the age, skill level and interests of your participants
7. Prepare, maintain and submit all ~~paper work and~~ reports *and statistics* in an organized and timely fashion, including:
   a) attendance forms
   ~~b) registration forms~~
   c) anecdotal/feedback logs
   d) incident reports
   e) time sheets
   f) program plans
8. Adhere to all Applegrove policies
9. Other duties as assigned

Salary and Hours:
- ~~City of Toronto Wage Grade 1 ($12.74 per hour)~~ *City of Toronto AOCC Wage Grade 1 plus relevant benefits according to the collective agreement*
- Hours *as identified to include 3:00 p.m. – 6:00 p.m. weekdays during the school year.*

Additional Information

- A satisfactory police records check will be required as a condition of employment.
- ~~This position is not included in CUPE Local 2998 but may be covered by a new collective agreement for workers excluded by the current agreement.~~

APPLEGROVE COMMUNITY COMPLEX
Job Description
***Casual* Childcare Worker**
Developed January 22, 2008 – *Draft update July2011*

Accountability: The Childcare Worker is accountable to the Program Director, and works in collaboration with and takes direction from the Program Worker(s).

Education, Training and Experience: Experience working directly with children up to age 6, and their parents, including some relevant training. Equivalent volunteer and in-home experience considered. Assets include experience with volunteers and/or experience in a multi-cultural community with a variety of socio-economic levels.

Skills: Must be an organized, flexible, warm and creative team member. Assets include a second language, especially Chinese, Spanish or a South Asian language.

~~Primary Responsibility~~ *Duties*: To assist with care for children *of* participants during programs, special events, meetings and during other assigned hours. Adhere to all Applegrove policies.

Salary and Hours: City of Toronto *AOCC* Wage Grade 1, plus relevant benefits according to the *collective agreement* ~~Personnel Policy.~~ *Hours to be determined.*

Special Note: Staff may bring their own children ~~to the drop-in~~, as long as care for their children does not interfere with their duties.

Additional Information: A satisfactory police records check will be required as a condition of employment.

APPLEGROVE COMMUNITY COMPLEX
Job Description
HOBG Child Care Staff
Revised October 2006 – *Draft update July 2011*

Accountability: The Child Care staff are accountable to the Program Director, and work in collaboration with and take direction from the HOBG Program Worker.

Education, Training and Experience: Experience working directly with children up to age 6, and their parents, including some relevant training. Equivalent volunteer and in-home experience considered. Assets include experience with volunteers and/or experience in a multi-cultural community with a variety of socio-economic levels.

Skills: Must be organized, flexible, warm and creative team members. Assets include a second language, especially Chinese, Spanish or a South Asian language.

Primary Responsibility: To assist with care for children of participants during programs, special events, meetings and during other assigned hours. Adhere to all Applegrove policies.

Duties

1. Assist with infants and care for older siblings while their mothers participate in Helping Our Babies Grow.

2. Help to set up the room before program starts and help to clean up after program.

3. Help AG Program Worker to prepare and clean up snack.

4. With AG Program Worker, conduct circle time for postnatal moms, babies and older children.

5. Participate in needs assessment and program evaluation (both with clients and staff).

Salary and Hours: City of Toronto AOCC Wage Grade 1, plus relevant benefits according to the collective agreement. Hours will include Fridays from 1 to 4 p.m.

Special Note: Staff may bring their own children, as long as care for their children does not interfere with their duties.

Additional Information: A satisfactory police records check will be required as a condition of employment.

APPLEGROVE COMMUNITY COMPLEX
Job Description
HOBG Program Worker
Revised October 2006 *Draft update July 2011*

Accountability: The HOBG Program Worker is accountable to and takes direction from the Program Director. The Program Worker works gives direction to childcare staff and works cooperatively with seconded staff (Public Health, community health centre, etc).

Education, Training and Experience: Two years experience in community development, program planning, group dynamics and referral; plus experience working directly with children up to age 6. Computer literacy. Assets include experience with volunteers and/or experience in a multi-cultural community with a variety of socio-economic levels. Equivalent volunteer and in-home experience considered.

Skills: Must be an organized, flexible, warm and creative team member. Assets include basic computer skills and/or a second language, especially Chinese, Spanish or a South Asian language.

Primary Responsibility: With other program and seconded staff, to plan, implement and coordinate programming for participants (both children and adults) including providing outreach, referral and support to adults, in a culturally, socially and economically diverse setting, so that the program remains a safe, clean, supportive and enriching environment.

Duties

1. Set up program room with chairs and TV/VCR if needed.

2. Distribute food (when available), vouchers and TTC tokens at end of program to all eligible clients. Arrange for more vouchers and TTC tickets when stock is low. With relevant Applegrove staff and volunteers, select and package food and other items for distribution.

3. Prepare snack and juice for program.

4. Refer clients to community resources as required, including promoting Applegrove's family resource programs.

5. With other team members at the end of each program day, review client concerns and special needs. Negotiate for client follow-up outside program by the appropriate team member to link client to the appropriate resources.

6. Participate in steering and program meetings as scheduled.

7. Complete required statistics forms, including daily attendance.

8. Conduct circle time with postnatal moms, babies and older children.

9. Photograph new babies on their first or second visit.

10. Ensure graduation certificates are available when clients complete 6 months postnatally.

11. Help to register new clients and administer Evaluation Tool when needed.

12. Participate in needs assessment and program evaluation (both with clients and staff).

13. Adhere to all Applegrove policies including:
    A. Personnel Policies, Confidentiality, Child Abuse, Anti-Harassment, Staff Conflict of Interest, Health and Safety, and Computer Use
    B. maintaining Petty Cash System.
    C. preparing reports
    D. maintaining appropriate statistics and records.
    E. ensuring that relevant information is shared with the HOBG Advisory Committee, other staff and Applegrove administration.
    F. meeting relevant deadlines.
    G. participating in staff meetings.
    H. pursuing professional development through relevant workshops, training, reading, conferences, etc.

Salary and Hours: City of Toronto AOCC Wage Grade 7 plus relevant benefits according to the collective agreement.

Special Note: Staff may bring their own children to the program, as long as care for their children does not interfere with their duties.

Additional Information: A satisfactory police records check will be required as a condition of employment.

APPLEGROVE COMMUNITY COMPLEX
Job Description
Edgewood Program Worker
Revised by Board, April 26, 2006 *Updated July 2011*

Accountability: The Program Worker is accountable to and takes direction from the Program Director.

Education, Training and Experience: Extensive knowledge of child development and family dynamics, and the ability to plan and implement an early childhood program (normally acquired through ECE or equivalent education, or training in social sciences). Plus a minimum of 6 months experience working directly with children up to age 6, and experience with parents. Equivalent volunteer and in-home experience considered. Computer literacy. Assets include experience with volunteers and/or experience in a multi-cultural community with a variety of socio-economic levels.

Skills: Must be an organized, flexible, warm and creative team member. Assets include basic computer skills and/or a second language, especially Chinese, Spanish or a South Asian language.

Primary Responsibility: To plan, implement and coordinate programming for participants (both children and adults) in a culturally, socially and economically diverse setting, so that the drop-in remains a safe, clean, supportive and enriching environment for an average of 30 to 40 participants which varies from day to day.

Duties:

1. Plan and implement an age appropriate, integrated and enriching daily program of art, music, literacy and play, as well as special events.

2. Ensure that the drop-in remains clean, safe, attractive and welcoming for all participants.

3. Interact with children and adults in a friendly, warm and beneficial manner, modelling appropriate behaviour.

4. Promote the understanding of childhood development among participants.

5. Screen the participant population to identify children who may have special needs.

6. Screen the participant population to identify potentially abusive or neglectful patterns of childrearing, with an obligation to report.

7. Encourage positive informal discussion among participants and between participants and staff.

8. Deal effectively with all inquiries, including
   a. providing informal counselling and guidance,
   b. identifying and making appropriate referrals,
   c. assisting in providing information and informal support.

9. Participate in agency and external committees.

10. Promote volunteering through
    a. encouraging participant support for and involvement in daily activities and special events,
    b. involving parents, caregivers and children in tasks and decision-making where possible.
    c. encouraging and supervising student placements.

11. Undertake outreach through:
    a. Designing and preparing promotional materials.
    b. Promoting Applegrove and community programs.
    c. Networking with community resources working with or for families.
    d. Maintaining up-to-date mailing lists.

12. Prepare an annual plan and budget.

13. Select items for, and supervise the lending and return of items from the resource library.

14. Identify new program needs.

15. Ensure that users have easy access to information about community resources and events.

16. Organize the parenting resource collection by purchasing, maintaining, replacing and cataloguing written materials, audio and video tapes. Promote the use of the resource collection.

17. Reduce the impact of family emergencies through crisis intervention and sharing appropriate information, referral and non-judgemental support.

18. Staff and co-ordinate drop-in advisory committee meetings.

19. As needed, arrange for and supervise Child Care Workers for workshops and meetings.

20. Prepare, administer, analyse and report on an annual program evaluation.

21. Develop community among participants through planning special events including celebrations and fundraisers. This includes making bookings, determining costs, coordinating sign-up and payment systems, promoting the events, and recruiting and coordinating volunteers.

22. Write newsletter articles, reports for Annual Report and other articles items as necessary to promote and record program events.

23. Organize purchases of materials and supplies. This will include:
    a. Planning menus and obtaining supplies for daily snacks.
    b. Ordering supplies for crafts and general upkeep in accordance with program needs and budget guidelines.
    c. Replacing and expanding the toy collection and children's books for daily use.

24. Adhere to all Applegrove policies including:
    a. Personnel Policies, Confidentiality, Child Abuse, Anti-Harassment, Staff Conflict of Interest, Health and Safety, and Computer Use
    b. Maintaining the Petty Cash system.
    c. Preparing reports.
    d. Maintaining appropriate statistics and records.
    e. Ensuring that relevant information is shared with the Drop-in Advisory Committee, other staff and Applegrove administration.
    f. Meeting relevant deadlines.
    g. Participating in staff meetings.
    h. Pursuing professional development through relevant workshops, training, reading, conferences, etc.
    i. following appropriate directives from the Ontario Early Years Centre, City of Toronto Children's Services and other regulators.

25. Liaise with *church* ~~Separate School~~ staff to ensure the safety, cleanliness, repair and ~~clean~~ upkeep of the *program space* ~~Corpus Christi building~~.

Salary and Hours: City of Toronto *AOCC* Wage Grade 7 plus relevant benefits according to the *collective agreement* ~~Personnel Policy~~. . 12 hours per week. During the summer, and at other times when *the program* ~~Corpus Christi School~~ is closed, the Edgewood Program Worker can take vacation, work in Applegrove's office, plan programming, purchase supplies, and/or work in the Applegrove Parent/Child Program, as appropriate.

Special Note: Staff may bring their own children to the drop-in, as long as care for their children does not interfere with their duties.

Additional Information: ~~Beginning in 1995,~~ A satisfactory police records check will be required as a condition of employment.

APPLEGROVE COMMUNITY COMPLEX
Job Description
HAIG Program Worker
Developed October 2006 *Draft update July 2011*

Accountability: The Program Worker is accountable to and takes direction from the Program Director.

Education, Training and Experience: Extensive knowledge of child development and family dynamics, and the ability to plan and implement an early childhood program (normally acquired through ECE or equivalent education, or training in social sciences). Plus a minimum of 6 months experience working directly with children up to age 6, and experience with parents. Equivalent volunteer and in-home experience considered. Assets include experience with volunteers and/or experience in a multi-cultural community with a variety of socio-economic levels.

Skills: Must be an organized, flexible, warm and creative team member. Assets include Microsoft Office and/or a second language, especially Chinese, Spanish or a South Asian language.

Primary Responsibility: To plan, implement and coordinate programming for participants (both children and adults), so that the drop-in remains a safe, clean, supportive and enriching environment.

Duties

1. Plan and implement an age appropriate, integrated and enriching daily program of art, music and play, as well as special events.

2. Ensure that the drop-in remains clean, safe and attractive.

3. Interact with children and adults in a friendly, warm and beneficial manner, modelling appropriate behaviour.

4. *Promote the understanding of childhood development among participants.*

5. *Screen the participant population to identify children who may have special needs.*

6. *Screen the participant population to identify potentially abusive or neglectful patterns of childrearing, with an obligation to report.*

7. *Encourage positive informal discussion among participants and between participants and staff.*

8. Deal effectively with all inquiries, including
   a. identifying and making appropriate referrals,
   b. assisting in providing information and informal support, and/or
   c. providing informal counselling and guidance.

9. Participate in *agency and external committees*. ~~the Program Committee.~~

10. Promote volunteering through
    a. involving parents, caregivers and children in tasks, decision-making and fund-raising where possible.
    b. encouraging and supervising student placements.

11. Undertake outreach through:
    a. designing and preparing promotional materials.
    b. promoting Applegrove and community programs.
    c. networking with community resources working with or for families.
    d. maintaining up-to-date mailing lists.

12. Prepare an annual plan and budget.

13. Identify new program needs.

14. Ensure that users have easy access to information about community events.

15. Reduce the impact of family emergencies through crisis intervention and sharing appropriate information, referral and non-judgemental support.

16. Staff and co-ordinate drop-in advisory committee meetings.

17. Organize purchases of materials and supplies. This will include:
    a. planning menus and obtaining supplies for daily snacks.
    b. ordering supplies for crafts and general upkeep in accordance with program needs and budget guidelines.
    c. replacing and expanding the toy collection and children's books for daily use.

18. Adhere to all Applegrove policies including:
    a. Personnel Policies, Confidentiality, Child Abuse, Anti-Harassment, Staff Conflict of Interest, Health and Safety, and Computer Use
    b. Maintaining the Petty Cash system.
    c. Preparing reports.
    d. Maintaining appropriate statistics and records.
    e. Ensuring that relevant information is shared with the Drop-in Advisory Committee, other staff and Applegrove administration.
    f. Meeting relevant deadlines.
    g. Participating in staff meetings.
    h. Pursuing professional development through relevant workshops, training, reading, conferences, etc.
    i. following appropriate directives from the Ontario Early Years Centre, City of Toronto Children's Services and other regulators.

<u>Salary and Hours</u>: City of Toronto *AOCC* Wage Grade 7 plus relevant benefits according to the *collective agreement* ~~Personnel Policy~~.

<u>Special Note</u>: Staff may bring their own children to the drop-in, as long as care for their children does not interfere with their duties.

Additional Information: A satisfactory police records check will be required as a condition of employment.

APPLEGROVE COMMUNITY COMPLEX
Job Description
Casual/Relief Parent Child Program Assistant
Updated July 2011

Accountability:

The Child Program Assistant is accountable to the Program Director, and works in collaboration with and takes direction from the Parent/Child Program Workers and Parent Resource Worker.

Education, Training and Experience:

Experience working directly with children up to age 6 and their parents, including some relevant training. Equivalent volunteer and in-home experience considered. Assets include experience with volunteers and/or experience in a multi-cultural community with a variety of socio-economic levels.

Skills:

Must be an organized, flexible, warm and creative team member. Assets include a second language, especially Chinese, Spanish or a South Asian language.

Primary Responsibility:

- To assist with planning, implementing and coordinating programming for participants (both children and adults) in a culturally, socially and economically diverse setting, to provide a safe, clean, supportive and enriching environment for a daily average of 80 participants at the PC family support program.
- To care for children while their parents are participating in programs or attending workshops or meetings within the building.

Salary and Hours:

- *City of Toronto AOCC Wage Grade 5 plus relevant benefits according to the collective agreement.* ~~AOCC Wage Grade 5, $18.54 - $22.00 per hour,~~ hours to be assigned.
- ~~Relevant benefits and entitlements according to the Collective Agreement.~~

Special Note: Staff may bring their own children to the drop-in, as long as care for their children does not interfere with their duties.

Additional Information:

- A satisfactory police records check will be required as a condition of employment
- ~~Staff may bring their own children to the drop-in, as long as care for their children does not interfere with their duties.~~
- ~~This position is a casual/relief position in CUPE Local 2998.~~
- ~~Please be advised that City of Toronto practice does not allow employment at two different AOCCs or at an AOCC and other City of Toronto position. You must maintain this status throughout your employment at Applegrove.~~

APPLEGROVE COMMUNITY COMPLEX
Job Description
Parent Resource Worker
Revised by Board, April 26, 2006 *Updated July 2011*

Accountability: The Parent Resource Worker is accountable to and takes direction from the Program Director. Parent/Child Program Workers and the Parent Resource Worker work collectively in running the Parent/Child drop-in program.

Education, Training and Experience: Two years experience in community development, program planning, group dynamics and referral; plus experience working directly with children up to age 6. Computer literacy. Assets include experience with volunteers and/or experience in a multi-cultural community with a variety of socio-economic levels. Equivalent volunteer and in-home experience considered.

Skills: Requires skills in counselling and crisis intervention. Must be an organized, flexible, warm and creative team member. Assets include a second language, especially Chinese, Spanish or a South Asian language.

Primary Responsibility: To provide outreach, referral, support, and parent education for a daily average of 20 to 25 adult users of the parent/child drop-in program in a culturally, socially and economically diverse setting, so that the drop-in remains a safe, clean, supportive and enriching environment.

Duties

1. Organize, facilitate and/or lead educational events for parents and caregivers based on their needs and interests.

2. Ensure that users have easy access to information about community resources and events.

3. Organize the parenting resource collection by purchasing, maintaining, replacing and cataloguing written materials, audio and video tapes. Promote the use of the resource collection.

4. . Deal effectively with all inquiries, by
   a. providing informal counselling and guidance,
   b. accessing and sharing relevant information, and
   c. . identifying and making appropriate referrals

5. Reduce the impact of family emergencies through crisis intervention and sharing appropriate information, referral and non-judgemental support.

6. Staff and co-ordinate drop-in advisory committee meetings.

7. Prepare, administer, analyse and report on an annual program evaluation.

8. Develop community among participants through planning special events including celebrations, trips and fundraisers. This includes: making bookings, determining costs, coordinating sign-up and payment systems, promoting the events, and recruiting and coordinating volunteers.

9. Assist in the scheduling and the daily running of the centre in the absence of other workers due to illness/vacation.

10. Adhere to all Applegrove policies including:
    a. Personnel Policies, Confidentiality, Child Abuse, Anti-Harassment, Staff Conflict of Interest, Health and Safety, and Computer Use
    b. maintaining Petty Cash System.
    c. preparing reports
    d. maintaining appropriate statistics and records.
    e. ensuring that relevant information is shared with the Drop-in Advisory Committee, other staff and Applegrove administration.
    f. meeting relevant deadlines.
    g. participating in staff meetings.
    h. pursuing professional development through relevant workshops, training, reading, conferences, etc.
    i. following appropriate directives from the Ontario Early Years Centre, City of Toronto Children's Services and other regulators.

In addition, the following duties are shared among all Parent/Child Program Workers and the Parent Resource Worker.

11. Work collectively with other staff to plan and implement an age appropriate, integrated and enriching daily program of art, music, literacy and play, as well as special events.

12. Ensure that the drop-in remains clean, safe and attractive for all participants.

13. Interact with children and adults in a warm, friendly and beneficial manner, modelling appropriate behaviour.

14. Promote the understanding of childhood development among participants.

15. Screen the participant population to identify children who may have special needs.

16. Screen the participant population to identify potentially abusive or neglectful patterns of childrearing, with an obligation to report.

17. Encourage positive informal discussion among participants and between participants and staff.

18. Child care
    a. Provide primary care for children in respite situations when arranged in advance.
    b. Care for children when their parent or care-giver is attending an on-site workshop or meeting
    c. . As needed, arrange for and supervise Child Care Workers for workshops and meetings.

19. Participate in agency and external committees.

20. Promote volunteering through

a. encouraging participant support for and involvement in daily activities and special events,
b. involving parents, caregivers and children in tasks and decision-making where possible, and
c. encouraging and supervising student placements.

21. Undertake outreach through:
    a. designing and preparing promotional materials.
    b. promoting Applegrove and community programs.
    c. networking with community resources working with or for families.
    d. maintaining up-to-date mailing lists.

22. Prepare an annual plan and budget.

23. Select items for, and supervise the lending and return of items from the toy and resource libraries.

24. Identify new program needs.

25. Write newsletter articles, reports for Annual Report and other items to promote and record program events.

Salary and Hours: City of Toronto *AOCC* Wage Grade 7 plus relevant benefits according to the *collective agreement* ~~Personnel Policy~~. Funding is provided for about 20 hours per week. This position may be combined with up to 20 hours of Parent/Child Program Worker time.

Special Note: Staff may bring their own children to the drop-in, as long as care for their children does not interfere with their duties.

Additional Information ~~Beginning in 1995,~~ A satisfactory police records check will be required as a condition of employment.

APPLEGROVE COMMUNITY COMPLEX
Job Description
Parent/Child Program Worker
Revised by Board, April 26, 2006 *Updated July 2011*

Accountability: Parent/Child Program Workers are accountable to and take direction from the Program Director. Parent/Child Program Workers and the Parent Resource Worker work collectively in running the Parent/Child drop-in program

Education, Training and Experience: Extensive knowledge of child development and family dynamics, and the ability to plan and implement an early childhood program (normally acquired through ECE or equivalent education, or training in social sciences). Plus a minimum of 6 months experience working directly with children up to age 6, and experience with parents. Equivalent volunteer and in-home experience considered. Computer literacy. Assets include experience with volunteers and/or experience in a multi-cultural community with a variety of socio-economic levels.

Skills: Must be an organized, flexible, warm and creative team member. Assets include a second language, especially Chinese, Spanish or a South Asian language.

Primary Responsibility: To plan, implement and coordinate programming for participants (both children and adults) in a culturally, socially and economically diverse setting, so that the drop-in remains a safe, clean, supportive and enriching environment for an average of 45 to 50 participants which varies from day to day.

Duties
The following duties are shared among all Parent/Child Program Workers and the Parent Resource Worker.

1. Work collectively with other staff to plan and implement an age appropriate, integrated and enriching daily program of art, music, literacy and play, as well as special events.

2. Ensure that the drop-in remains clean, safe and attractive for all participants.

3. Interact with children and adults in a warm, friendly and beneficial manner, modelling appropriate behaviour.

4. Promote the understanding of childhood development among participants.

5. Screen the participant population to identify children who may have special needs.

6. Screen the participant population to identify potentially abusive or neglectful patterns of childrearing, with an obligation to report.

7. Encourage positive informal discussion among participants and between participants and staff.

8. Child care
   a. Provide primary care for children in respite situations when arranged in advance.
   b. Care for children when their parent or care-giver is attending an on-site workshop or meeting.
   c. As needed, arrange for and supervise Child Care Workers for workshops and meetings.

9. Deal effectively with all inquiries, including
   a. providing informal counselling and guidance,
   b. identifying and making appropriate referrals,
   c. assisting in providing information and informal support.

10. Participate in agency and external committees.

11. Promote volunteering through
   a. encouraging participant support for and involvement in daily activities and special events,
   b. involving parents, caregivers and children in tasks and decision-making where possible.
   c. encouraging and supervising student placements.

12. Undertake outreach through:
   a. designing and preparing promotional materials.
   b. promoting Applegrove and community programs.
   c. networking with community resources working with or for families.
   d. maintaining up-to-date mailing lists.

13. Prepare an annual plan and budget.

14. Select items for, and supervise the lending and return of items from the toy and resource libraries.

15. Identify new program needs.

16. Write newsletter articles, reports for Annual Report and other items to promote and record program events.

17. Liaise with maintenance staff regarding facility safety, cleanliness, repair and upkeep.

The following duties are specific to the Program Workers. Some may be assigned as special functions of one staff. However, all Parent/Child Program Workers are responsible for ensuring that all duties are covered.

18. Organize purchases of materials and supplies. This will include:
   a. planning menus and obtaining supplies for daily snacks.
   b. ordering supplies for crafts and general upkeep in accordance with program needs and budget guidelines.
   c. replacing and expanding the toy collection and children's books for daily use.

19. Adhere to all Applegrove policies including:
   a. Personnel Policies, Confidentiality, Child Abuse, Anti-Harassment, Staff Conflict of

Interest, Health and Safety, and Computer Use

b. maintaining the Petty Cash system.
c. preparing reports.
d. maintaining appropriate statistics and records.
e. ensuring that relevant information is shared with the Drop-in Advisory Committee, other staff and Applegrove administration.
f. meeting relevant deadlines.
g. participating in staff meetings
h. pursuing professional development through relevant workshops, training, reading, conferences, etc.
i. following appropriate directives from the Ontario Early Years Centre, City of Toronto Children's Services and other regulators.

Salary and Hours: City of Toronto *AOCC* Wage Grade 7 plus relevant benefits according to the *collective agreement* ~~Personnel Policy~~. Funding is provided for about 70 hours per week. These may be divided among up to 4 individuals (including the Parent Resource Worker).

Special Note: Staff may bring their own children to the drop-in, as long as care for their children does not interfere with their duties.

Additional Information: ~~Beginning in 1995,~~ A satisfactory police records check will be required as a condition of employment.

APPLEGROVE COMMUNITY COMPLEX
Job Description
Seniors Program Worker
Accepted by Personnel Committee, December 2, 1992
Revision Adopted by Board, September 1994
Updated 2009 *Draft update July 2011*

Accountability: The Seniors Program Worker is accountable to and takes direction from the Program Director.

Education, training and experience: Education or training in social sciences, plus experience in working with seniors in a community setting, program planning and working with volunteers. Equivalent volunteer and in-home experience considered. An understanding of community development is an asset as is a current First Aid/CPR certificate.

Skills: Computer literacy. Requires strong communication, organizational and planning skills Must be organized, flexible, warm, creative, dependable and professional. Assets include a second language, especially Chinese, Spanish or a South Asian language.

Primary Responsibility: To facilitate, plan, implement and coordinate programming for seniors in a culturally, socially and economically diverse setting so that the program is safe, clean, supportive and enriching. The worker will encourage the active involvement of seniors in all aspects of the program.

Duties

1. Identify ongoing needs and plan programs in conjunction with the Seniors Committee and the Program Director. This will include:
    a. organizing seniors' events and activities, which might include some of fitness, meals, volunteering, discussions, drop-Ins, trips and special events.
    b. encouraging self-developed programs for seniors.
    c. ensuring that the program spaces are clean, safe and attractive.
    d. interacting with participants and community members in a warm, friendly and beneficial manner.
    e. staffing Seniors Committee meetings.
    f. being a Resource Person for seniors in the community.
    g. encouraging older adults to share their skills and resources in Applegrove and the community.
    h. preparing reports, keeping monthly statistics and ensuring that relevant information is shared with the Seniors Committee and the Applegrove administration.
    i. preparing an annual plan and budget and planning for purchases of materials and supplies.
    j. taking part in cooperative programming for seniors, both within Applegrove and in the larger community.
    k. participating in the Program Committee.

2. Undertake outreach through:
    a. designing and preparing promotional materials.
    b. promoting seniors' programs.
    c. networking with community resources working with or for seniors.
    d. maintaining up-to-date mailing lists.

3. Deal effectively with all inquiries, including
   a. providing informal counselling and guidance,
   b. identifying and making appropriate referrals,
   c. assisting in providing information and informal support.

4. Participate in agency and external committees.

5. Promote volunteering through
   a. encouraging participant support for and involvement in daily activities and special events,
   b. involving participants in tasks and decision-making where possible.
   c. encouraging and supervising student placements.

6. Write newsletter articles, reports for Annual Report and other items to promote and record program events.

16. Adhere to all Applegrove policies including:
   a. Personnel Policies, Confidentiality, Child Abuse, Anti-Harassment, Staff Conflict of Interest, Health and Safety, and Computer Use
   b. maintaining the Petty Cash system.
   c. preparing reports.
   d. maintaining appropriate statistics and records.
   e. ensuring that relevant information is shared with the Seniors Committee, other staff and Applegrove administration.
   f. meeting relevant deadlines.
   g. participating in staff meetings
   h. pursuing professional development through relevant workshops, training, reading, conferences, etc.
   i. following appropriate directives from the Local Health Integration Network, City of Toronto and other regulators.

Salary and Hours: 16 to 24 hours per week, City of Toronto *AOCC* Wage Grade 7 plus relevant benefits according to the *collective agreement* ~~Personnel Policy~~.

Special Note: Staff may bring their senior relatives to the program, as long as interaction with their relatives does not interfere with their duties.

Additional Information: ~~Beginning in 1995,~~ A satisfactory police records check will be required as a condition of employment.

APPLEGROVE COMMUNITY COMPLEX
Job Description
Assistant Day Camp Director
Draft Revision July 2011

Accountability:

The Assistant Day Camp Director is directly accountable *to* ~~by~~ the Program Director and supervised by the Day Camp Director.

Education, Training and Experience:

Some post-secondary education in social sciences or community services; plus substantial experience working in programs for school-age children. Background must include program planning, implementation and evaluation; supervising junior staff; conflict management; and experience in a multi-cultural community with a variety of socio-economic levels. Current first aid & CPR certification is an asset. *Depending on funding, there may be additional requirements, e.g.* ~~Applicant~~ must be *a* full time student, returning to full time education~~ in September 2008~~

Skills:

Requires effective communication with children, parents, and co-workers. Must be creative, flexible, organized, dependable, warm and professional. Also requires Microsoft Office. Assets include a second language, Chinese, Spanish or a South Asian Language.

Primary Responsibility:

To assist the Day Camp Director in planning, coordinating, implementing and evaluating a day camp for children ages 6 to 12 *and leadership program for youth ages 12 to 15*, and to supervise camp staff.

Duties and Responsibilities:

1. Ensure that participant behaviour problems are dealt with sensitively and effectively, and that behaviour management methods used by all camp staff are appropriate according to agency policies & guidelines
2. Ensure the safety of participants and staff at all times
3. Assist the Day Camp Director in planning and implementing training for camp staff
4. Assist the Day Camp Director in the supervision and evaluation of camp counsellors
5. Assist Applegrove staff with the program evaluation process
6. Plan, implement, participate in and evaluate appropriate daily activities, trips and workshops for children, involving camp staff, campers and parents where possible
7. In consultation with the Day Camp Director, provide information, referral, advice, counselling, support and advocacy for children, parents and other staff as needed
8. Communicate and coordinate with other on-site programs, as appropriate
9. Coordinate and supervise the breakfast and snack programs
10. In consultation with other camp staff, organize the purchase of materials and supplies
11. Adhere to all Applegrove policies.
12. Other duties as assigned

Salary and Hours:

As Contracted

Additional Information:

- A satisfactory police records check will be required as a condition of employment.
- *As a summer position, this position is not included in CUPE 2998.*
- ~~Please be advised that City of Toronto practice does not allow employment at two different AOCCs or at an AOCC and other City of Toronto position. You must maintain this status throughout your employment at Applegrove.~~ (should be in letter of employment)
- This position is dependent on successful funding.

APPLEGROVE COMMUNITY COMPLEX
Job Description
Day Camp Director
Adopted by Board, June 19, 1997
Draft Revision July 2011

Accountability:

The Day Camp Director is directly accountable *to* and supervised by the Program Director.

Education, Training and Experience:

Some post-secondary education in social sciences or community services; plus substantial experience working in programs for school-age children. Background must include program planning, implementation and evaluation; supervising junior staff; conflict management; and experience in a multi-cultural community with a variety of socio-economic levels. Current first aid certificate an asset.

Skills:

Requires effective communication with children, co-workers, parents, and staff of other community programs. Must be creative, flexible, organized, dependable, warm and professional. Also requires Microsoft Office. Assets include a second language, especially Chinese, Spanish or a South Asian language.

Primary Responsibility:

To plan, coordinate, implement and evaluate *summer programming* ~~a day camp~~ for children ages 6 to 12 *and youth ages 12 to 15,* and to supervise camp staff.

Duties:

1c Plan and implement training for camp staff.

2c Plan, implement, participate in and evaluate daily activities for children as appropriate involving camp staff, campers and parents where possible.

3c Provide information, referral, advice, counselling, support and advocacy, for children, parents and other staff as needed.

4c Undertake outreach through designing and preparing publicity and registration materials.

5c Communicate and coordinate with other programmes.

6c Participate in selecting camp staff.

7c Organize purchases of materials and supplies. This will include:
- d planning menus and obtaining supplies for snacks.
- e ordering supplies for crafts and other activities in accordance with program needs and budget guidelines.

8 Adhere to all Applegrove policies including:
- a maintaining appropriate statistics and records.
- b preparing reports.

c ensuring that relevant information is shared with the Program Committee, other staff and Applegrove administration.
d meeting relevant deadlines.
e participating in staff meetings as needed.
f pursuing professional development through relevant workshops, training, reading, conferences, etc.

9 Other duties as assigned.

Salary and Hours:

~~As contracted.~~
AOCC Wage Grade 7.
Hours as contracted.

Additional Information:

- A satisfactory police records check will be required as a condition of employment.
- *As a summer position, this* ~~This~~ position is not included in CUPE Local 2998 ~~but may be covered by a new collective agreement for workers excluded by the current agreement.~~
- This position is dependent on successful funding.

APPLEGROVE COMMUNITY COMPLEX
Job Description
Junior Camp Counsellor
Draft Revision – July 2011

Accountability:

Junior Counsellors are directly accountable to and supervised by ~~Senior Counsellors,~~ *the* Day Camp Director and Day Camp Assistant Director *and take direction from Senior Counsellors.*

Education, Training and Experience:

Some experience working in programs for school-age children and experience in a multi-cultural community with a variety of socio-economic levels. Program planning, implementation and evaluation; current first aid certification would be assets. *Depending on funding, there may be additional requirements, e.g. must be a full time student, returning to full time education in the fall.*

Skills:

Requires effective communication with children, co-workers, parents and staff of other community programs. Must be creative, flexible, organized, dependable, warm and professional.

Primary Responsibilities:

To plan, implement and evaluate day camp program activities for children ages 6-12.

Duties:

1. Ensure the safety of participants at all times
2. Provide a safe and welcoming environment where participants can try new things and develop new friendships
3. Involve children/youth and parents/caregivers, where possible and appropriate, in planning and evaluating programs
4. Empower participants by implementing a behaviour management method based on choices and consequences
5. Identify new program needs
6. Plan and lead recreational and life skills activities, trips and workshops appropriate for the age, skill level and interests of your participants
7. Actively participate in camp staff training
8. Prepare and submit all ~~paper work and~~ reports *and statistics* in an organized and timely fashion, including time sheets and program plans
9. Maintain up to date information about participants, including:
   - attendance forms
   - registration forms
   - anecdotal/feedback logs
   - incident reports
10. Submit requests for program materials and supplies, in accordance with program needs and budget guidelines, in an organized and timely fashion. This will include:
    - planning activities and making shopping lists
    - purchasing/obtaining supplies and equipment
    - submitting receipts
    - monitoring supplies stored at the program site

11. Deal sensitively and effectively with participant behaviour problems
12. Make appropriate referrals regarding abuse disclosures
13. Keep Senior Counsellors, Day Camp Director and Day Camp Assistant Director well informed on participant progress, issues and concerns
14. Participate in the program evaluation process
15. Adhere to all Applegrove policies
16. Other duties as assigned

Other Information:

- A satisfactory police records check will be required as a condition of employment.
- *As a summer position, this position is not included in CUPE 2998.*
- ~~Please be advised that City of Toronto practice does not allow employment at two different AOCCs or at an AOCC and other City of Toronto position. You must maintain this status throughout your employment at Applegrove.~~ (should be in letter of employment)
- This position is dependent on successful funding.

APPLEGROVE COMMUNITY COMPLEX
Job Description
Senior Counsellor
Draft Revision – July 2011

Accountability:

Senior Counsellors are directly accountable to and supervised by the Day Camp Director and Day Camp Assistant Director

Education, Training and Experience:

Some experience working in programs for school-age children. Background must include some program planning, implementation and evaluation; supervising junior staff/volunteers; experience in a multi-cultural community with a variety of socio-economic levels. Current first aid certification is an asset. *Depending on funding, there may be additional requirements, e.g. must be a full time student, returning to full time education in the fall.*

Skills:

Requires effective communication with children, co-workers, parents and staff of other community programs. Must be creative, flexible, organized, dependable, warm and professional.

Primary Responsibilities:

To plan, implement and evaluate day camp program activities for children ages 6-12, and to *provide direction to* ~~supervise~~ junior staff.

Duties:

1. Ensure the safety of participants at all times
2. Provide a safe and welcoming environment where participants can try new things and develop new friendships
3. Involve participants and parents/caregivers in planning and evaluating some program activities, where possible and appropriate
4. Empower participants by implementing a behaviour management method based on choices and consequences
5. Identify new program needs
6. Plan and lead recreational and life skills activities, trips and workshops appropriate for the age, skill level and interests of your participants
7. Actively participate in camp staff training
8. Prepare, maintain and submit all ~~paper work and~~ reports *and statistics* in an organized and timely fashion, including:
   - attendance forms
   - registration forms
   - anecdotal/feedback logs
   - incident reports
   - time sheets
   - program plans
9. Submit requests for program materials and supplies, in accordance with program needs and budget guidelines, in an organized and timely fashion. This will include:
   - planning activities and making shopping lists

- purchasing/obtaining supplies and equipment
- submitting receipts
- monitoring supplies stored at the program site

10. *Provide direction to* ~~Supervise~~ and participate in the evaluation of junior counsellors and volunteers
11. Deal sensitively and effectively with participant behaviour problems
12. Make appropriate referrals regarding abuse disclosures
13. Keep Day Camp Director and Assistant Day Camp Director informed on participant progress, issues and concerns
14. Participate in the program evaluation process
15. Adhere to all Applegrove policies
16. Other duties as assigned

Other Information:

- A satisfactory police records check will be required as a condition of employment.
- *As a summer position, this position is not included in CUPE 2998.*
- ~~Please be advised that City of Toronto practice does not allow employment at two different AOCCs or at an AOCC and other City of Toronto position. You must maintain this status throughout your employment at Applegrove.~~ (should be in letter of employment)
- This position is dependent on successful funding.

APPLEGROVE COMMUNITY COMPLEX
Job Description
Summer Leadership Coordinator
Draft Revision – July 2011

Accountability:

The Summer Leadership Coordinator is directly accountable *to* and supervised by the *Camp Director* ~~Program Director~~ *and takes direction from the Assistant Camp Director.*

Education, Training and Experience:

Some post-secondary education in social sciences or community services; plus substantial experience working in programs with youth. Background must include program planning, implementation and evaluation; supervising junior staff; conflict management; and experience in a multi-cultural community with a variety of socio-economic levels. Current first aid certificate an asset. *Depending on funding, there may be additional requirements, e.g. must be a full time student, returning to full time education in the fall.*

Skills:

Requires effective communication with youth, co-workers, parents and staff of other community programs. Must be creative, flexible, organized, dependable, warm and professional.

Primary Responsibility:

To plan, coordinate, implement and evaluate a Summer Leadership Program for youth ages 12 to 15 ~~11 to 14~~, and to supervise Leadership Program staff.

Duties and Responsibilities:

13. ~~To~~ Ensure the safety of participants at all times
14. ~~To~~ Plan *and* implement a Leadership Program which includes activities that develop team building and life skills, self-esteem, and self-confidence.
15. ~~To~~ Plan and organize Leadership excursions and special events.
16. Supervise and evaluate Summer Leadership staff.
17. Assist with supervision of participants in placement opportunities within the summer camp or other Applegrove programs.
18. Evaluate ~~ion of~~ Summer Leadership participants.
19. Book speakers or facilitators as needed for planned workshops.
20. Communicate and coordinate with other on-site programs, as appropriate
21. Adhere to all Applegrove policies.
    a. maintaining appropriate statistics and records.
    b. preparing reports.
    c. ensuring that relevant information is shared with the Program Committee, other staff and Applegrove administration.
    d. meeting relevant deadlines.
    e. participating in staff meetings as needed.
    f. pursuing professional development through relevant workshops, training, reading, conferences, etc.
22. Other duties as assigned.

Salary and Hours:

- As contracted.

Other Information:

- A satisfactory police records check will be required as a condition of employment.
- *As a summer position, this position is not included in CUPE 2998.*
- ~~Please be advised that City of Toronto practice does not allow employment at two different AOCCs or at an AOCC and other City of Toronto position. You must maintain this status throughout your employment at Applegrove.~~ (should be in letter of employment)
- This position is dependent on successful funding.

APPLEGROVE COMMUNITY COMPLEX
Job Description
Summer Leadership Counsellor
Draft Revision – July 2011

Accountability:

Summer Leadership Counsellors are directly accountable *to* and *take direction from the Camp Director and Assistant Director or Leadership Coordinator* ~~supervised by the Summer Leadership Coordinator.~~

Education, Training and Experience:

Some experience working in programs with youth ages 12 – 15. Background must include some program planning, implementation and evaluation; experience in a multi-cultural community with a variety of socio-economic levels. Current first Aid Certificate an asset.

Skills:

Requires effective communication with *youth ages 12 to 15* ~~children~~, co-workers, parents and staff of other community programs. Must be creative, flexible, organized, dependable, warm and professional.

Primary Responsibility:

To plan and implement activities, workshops, excursions, and special events for a Summer Leadership Program for youth ages 12-15 years at Applegrove Community Complex.

Duties and Responsibilities:

1. Ensure the safety of participants at all times
2. Assist Summer Leadership Coordinator *to* plan, implement a Leadership Program which includes activities that develop team*work* ~~building~~ and life skills, self-esteem, and self-confidence.
3. Assist in organization of Leadership excursions and special events.
4. Assist with supervision of participants in placement opportunities within the summer camp or other Applegrove programs.
5. Provide input in the evaluation of Summer Leadership participants.
6. Book speakers or facilitators as needed for planned workshops.
7. *Keep Day Camp Director and Assistant Day Camp Director informed on participant progress, issues and concerns.*
8. Communicate and coordinate with other on-site programs, as appropriate
9. Adhere to all Applegrove policies.
10. Other duties as assigned.

Other Information:

- A satisfactory police records check will be required as a condition of employment.
- *As a summer position, this position is not included in CUPE 2998.*

- ~~Please be advised that City of Toronto practice does not allow employment at two different AOCCs or at an AOCC and other City of Toronto position. You must maintain this status throughout your employment at Applegrove.~~ (should be in letter of employment)
- This position is dependent on successful funding.

APPLEGROVE COMMUNITY COMPLEX
Job Description
Child Therapist
March 2007 *Draft update July 2011*

Accountability: The Play Therapist is accountable to and takes direction from Applegrove Program Director. The Play Therapist, the Program Worker and the Parent Worker work collectively in running the Therapeutic Play program.

Education, Training and Experience:

- Experience in the children's mental health field working with young children with social/emotional, behavioural and developmentally based difficulties.
- Trained in an accredited program as a play therapist.
- Trained and experienced in working with young children in groups.
- Knowledge of community services available for young children and their families.
- Proven experience in developing, implementing and evaluating programs for children ages 3 to 5.
- Knowledge of child welfare reporting responsibilities and experience in handling this with families.
- Strong assessment skills based on knowledge of attachment theory, early childhood development and early childhood psychopathology.
- Familiarity with indicators of sexual and physical abuse and of the significance of such family issues as illness, separation, divorce, and death of a family member.
- Must have experience working as part of an interdisciplinary team
- Experience in a multi-cultural community with a variety of socio-economic levels.

Skills: Must be an organized, flexible, warm and creative team member. A second language, particularly Cantonese, Mandarin or a south-Asian language, an asset but not required.

Primary Responsibility: To plan, implement, coordinate and evaluate therapeutic play groups of children ages 3 to 5 who show some difficulties in their development, peer interactions and/or attachment. Many of these children have experienced (or are experiencing) a trauma that might be illness or death in the family; separation or divorce; witnessing or experiencing violence or abuse; or other issues.

Duties
The following duties are shared among all Therapeutic Play program staff. Some may be assigned as special functions of one staff.

1. To deliver therapeutic play groups for children ages 3 to 5.

2. Working collectively with other staff, utilize effective therapeutic techniques to plan and implement an age-appropriate program for groups of children.

3. Initiate and implement intake, assessment and evaluation forms to track progress.

4. Deal effectively with all inquiries, including
   A. identifying and making appropriate referrals,
   B. assisting in providing information and informal support.
   C. accessing and enhancing the existing information resources.

5. Prepare program plans within budget limits.

6. Organize purchases of materials and supplies. This will include:
   A. ordering toys and other supplies in accordance with program needs and budget guidelines.
   B. replacing and expanding the toy collection as appropriate.

7. Set up and take down the program space including ensuring that the program room remains safe, clean and attractive for all participants.

8. Adhere to all agency policies including:
   A. maintaining the Petty Cash system.
   B. preparing reports.
   C. maintaining appropriate statistics and records.
   D. ensuring that relevant information is shared with other staff, Applegrove and Thorncliffe administration and referring agencies, including information about emerging needs.
   E. meeting relevant deadlines.
   F. participating in staff meetings.
   G. pursuing professional development through relevant workshops, training, reading, conferences, etc.

Salary and Hours: City of Toronto *AOCC* Wage Grade 14 plus relevant benefits according to the *collective agreement* ~~Personnel Policy~~. Funding is provided for an average of 8.5 hours per week at Applegrove ~~and 12 hours at Thorncliffe.~~

Additional Information: A satisfactory police records check will be required as a condition of employment.

APPLEGROVE COMMUNITY COMPLEX
Job Description
Therapeutic Play Parent Worker
March, 2002 *Draft update July 2011*

Accountability: The Parent Worker is accountable to and takes *direction from* the Applegrove Program Director. The Play Therapist, the Program Worker and the Parent Worker work collectively in running the Therapeutic Play program.

Education, Training and Experience:

- Experience in group assessment and facilitation, including adults who have experienced crisis/grief/trauma
- Sound knowledge of family dynamics
- Familiarity with the significance of such family issues as illness, separation, divorce, and death of a family member.
- Knowledge of child development
- Some knowledge of the children's mental health field
- Knowledge of community services available for young children and their families.
- Must have experience working as part of an interdisciplinary team
- Experience in a multi-cultural community with a variety of socio-economic levels.
- Knowledge of child welfare reporting responsibilities and experience in handling this with families.
- Proven experience in developing, implementing and evaluating programs for adults and/or families.

Skills: Must be an organized, flexible, warm and creative team member. Must be cognizant of the boundaries between the professional and the client. A second language, particularly Cantonese, Mandarin or a south-Asian language, an asset but not required.

Primary Responsibility: To plan, implement, coordinate a parental support group designed to help parents understand the impact of crisis on their children, and what they can do to help themselves and their children through this period. Adults will meet while their children age 3 to 5 participate in a 10 week therapeutic play group.

Duties

1. Plan, implement and coordinate a parental support group that meets parallel to the children's play therapy group.

The following duties are shared among all Therapeutic Play program staff. Some may be assigned as special functions of one staff.

2. Initiate and implement intake, assessment and evaluation forms to track progress.

3. Deal effectively with all inquiries, including
   A. identifying and making appropriate referrals,
   B. assisting in providing information and informal support.
   C. accessing and enhancing the existing information resources.

4. Prepare program plans within budget limits.

5. Organize purchases of materials and supplies. This will include:
   A. ordering toys and other supplies in accordance with program needs and budget guidelines.
   B. replacing and expanding the toy collection as appropriate.

6. Set up and take down the program space including ensuring that the program room remains safe, clean and attractive for all participants.

7. Adhere to all agency policies including:
   A. maintaining the Petty Cash system.
   B. preparing reports.
   C. maintaining appropriate statistics and records.
   D. ensuring that relevant information is shared with other staff, Applegrove and Thorncliffe administration and referring agencies, including information about emerging needs.
   E. meeting relevant deadlines.
   F. participating in staff meetings.
   G. pursuing professional development through relevant workshops, training, reading, conferences, etc.

Salary and Hours: City of Toronto *AOCC* Wage Grade 7, plus relevant benefits according to the *collective agreement* ~~Personnel Policy.~~ Funding is provided for an average of 5 hours per week.

Additional Information: A satisfactory police records check will be required as a condition of employment.

APPLEGROVE COMMUNITY COMPLEX
Job Description
Therapeutic Play Program Worker
March, 2002 *Draft update July 2011*

Accountability: The Program Worker is accountable to and takes direction from the Applegrove Program Director. The Play Therapist, the Program Worker and the Parent Worker work collectively in running the Therapeutic Play program.

Education, Training and Experience:

- Experience working with young children with social/emotional, behavioural and developmentally based difficulties.
- Some knowledge of concepts of play therapy
- Knowledge of community services available for young children and their families.
- Proven experience in developing, implementing and evaluating programs for children ages 3 to 5.
- Knowledge of child welfare reporting responsibilities and experience in handling this with families.
- Familiarity with indicators of sexual and physical abuse and of the significance of such family issues as illness, separation, divorce, and death of a family member.
- Must have experience working as part of an interdisciplinary team
- Experience in a multi-cultural community with a variety of socio-economic levels.

Skills: Must be an organized, flexible, warm and creative team member. A second language, particularly Cantonese, Mandarin or a south-Asian language, an asset but not required.

Primary Responsibility: To assist in planning, implementing, coordinating and evaluating therapeutic play groups of children ages 3 to 5 who show some difficulties in their development, peer interactions and/or attachment. Many of these children have experienced (or are experiencing) a trauma that might be illness or death in the family; separation or divorce; witnessing or experiencing violence or abuse; or other issues.

Duties
The following duties are shared among all Therapeutic Play program staff. Some may be assigned as special functions of one staff.

2. To assist in delivering therapeutic play groups for children ages 3 to 5.

3. Working collectively with other staff, utilize effective therapeutic techniques to plan and implement an age-appropriate program for groups of children.

4. Assist with intake, assessment and evaluation forms to track progress.

5. Deal effectively with all inquiries, including
   A. identifying and making appropriate referrals,
   B. assisting in providing information and informal support.
   C. accessing and enhancing the existing information resources.

6. Prepare program plans within budget limits.

7. Organize purchases of materials and supplies. This will include:
   A. ordering toys and other supplies in accordance with program needs and budget guidelines.
   B. replacing and expanding the toy collection as appropriate.

8. Set up and take down the program space including ensuring that the program room remains safe, clean and attractive for all participants.

9. Adhere to all agency policies including:
   A. maintaining the Petty Cash system.
   B. preparing reports.
   C. maintaining appropriate statistics and records.
   D. ensuring that relevant information is shared with other staff, Applegrove and referring agencies, including information about emerging needs.
   E. meeting relevant deadlines.
   F. participating in staff meetings.
   G. pursuing professional development through relevant workshops, training, reading, conferences, etc.

Salary and Hours: City of Toronto *AOCC* Wage Grade 7, plus relevant benefits according to the *collective agreement* ~~Personnel Policy~~. Funding is provided for an average of 5 hours per week.

Additional Information: A satisfactory police records check will be required as a condition of employment.

APPLEGROVE COMMUNITY COMPLEX
Job Description
Outreach and Involvement Worker
Drafted 2010, *Draft update July 2011*

Accountability: The Outreach and Involvement Worker is accountable to and takes direction from the Applegrove Program Director.

Education, Training and Experience:

Knowledge of or experience participating in community services available for young children and their families. Experience with outreach materials such as flyers and pamphlets (includes developing and reviewing materials). Experience working with volunteers or as a volunteer. Must have experience working as part of an interdisciplinary team. Experience in a multi-cultural community with a variety of socio-economic levels. Assets include Cantonese, Mandarin, Urdu or another South Asian language.

Skills:

Must be an organized, flexible, warm and creative team member. Must have excellent communication skills, including English literacy. Must have good computer skills.

Primary Responsibility:

- To provide information about all agency programs and events, through promotion and outreach to community agencies, programs, and members.
- To assist with recruitment, placement, and supervision of volunteers.

Duties

1. Contact community agencies and programs and set up meetings or presentations for all agency programs and events.
2. Accompany program participants or graduates to other services.
3. Prepare and update outreach materials and packages; send out as needed.
4. Recruit volunteers, facilitate and supervise placement in assigned programs/event.

~~• Will require occasional evening and weekend work.~~ *(moved to below)*

5. Deal effectively with all inquiries, including:
   j. identifying and making appropriate referrals,
   k. assisting in providing information and informal support.
   l. accessing and enhancing the existing information resources.

6. Adhere to all agency policies including:
   a. maintaining appropriate statistics and records.
   b. ensuring that relevant information is shared with other staff, Applegrove and referring agencies, including information about emerging needs.
   c. meeting relevant deadlines.
   d. participating in staff meetings.
   e. pursuing professional development through relevant workshops, training, reading, conferences, etc.
   f. preparing reports.

Additional Information: A satisfactory police records check will be required as a condition of employment.

Salary and Hours: To be determined according to funding. Depending on funding, may be a "special project" as defined in the Local 2998 Collective Agreement. Will require occasional evening and weekend work

APPLEGROVE COMMUNITY COMPLEX
Job Description
Event Planner
Amended April 2009 – *Draft update July 2011*

Accountability: The Event Planner is accountable to the Executive Director and will take direction from the Program Director and event planning committee.

Education, Training and Experience: Experience in planning and implementing large-scale special events including knowledge and experience of service planning and community development (normally acquired through an undergraduate degree in social science or public relations or community college education in event management and relevant employment). Equivalent volunteer experience considered. Assets include experience with volunteers and experience in a multi-cultural community with a variety of socio-economic levels.

Skills: Must be an organized, flexible, warm, creative and detail-oriented team member with initiative, excellent oral and written communication skills, computer skills (word processing, spreadsheets, database), problem-solving (including the ability to anticipate and prevent problems), superior organizational and time-management skills including working to deadlines. Assets include knowledge and experience in Applegrove's neighbourhood, a second language, especially Chinese or a South Asian language, and experience using Publisher.

Primary Responsibility: To support community engagement through identified strategic initiatives in the planning, development, promotion, implementation and evaluation of special events.

Duties

1. Coordinate the development and implementation of special events for the community and for fundraising purposes including:
   A. Work with members of the community, volunteers and staff in the development and implementation of special events and projects as directed.
   B. Meet with potential sponsors and partners to promote and discuss the events.
   C. Develop and coordinate services for the events such as facilities, catering, signage, special needs, printing, activities, and security.
   D. Organize and prepare programs and promotional material and publicize events.
   E. Plan entertainment and activities.
   F. Recruit, train and supervise volunteers and staff required for event.
   G. Ensure compliance with appropriate by-laws and regulations.

2. Manage special event budget as directed through negotiating with suppliers, maintaining records, reviewing invoices and preparing reports.

3. Support the senior management team in identifying agency priorities and community needs.

4. Prepare a final report on the event including financial information, evaluation and learnings.

5. Other related duties as assigned.

6. Adhere to all Applegrove policies including:
   A. maintaining the Petty Cash system.
   B. preparing reports.
   C. maintaining appropriate statistics and records.
   D. ensuring that relevant information is shared with the Planning Committee, other staff and Applegrove administration.
   E. meeting relevant deadlines.
   F. participating in staff meetings.

Salary and Hours: City of Toronto AOCC Wage Grade 7 plus any applicable benefits *according to the collective agreement*. *Hours to be determined.* ~~An average of 8 hours per week with an average of 30 hours per week immediately before the event during a term from May 11 to October 9.~~ Evening and weekend work will be required at times including ~~Saturday, September 19~~ *the day of the event*.

Special Notes:

- ~~This position is not included in CUPE Local 2998 but may be covered by a new collective agreement for workers excluded by the current agreement.~~
- A police reference check will be required.

The above reflects the general details considered necessary to perform the principle functions and shall not be construed as a detailed description of all the work requirements inherent in the job.

APPLEGROVE COMMUNITY COMPLEX
Job Description
Evening Office Coordinator
Revised by Board, April 26, 2006 *Draft Revision July 2011*

Accountability: The Evening Office Coordinator is accountable to the Office Manager.

Skills: Communicate effectively in English with a broad range of individuals of a variety of ages, cultural and socio-economic backgrounds. Perform office practices including filing, photocopying, and collating, keyboarding, and verifying information. Respond calmly and effectively in emergencies. Working knowledge of computers. Assets include prior experience in a community organization and/or with children youth or volunteers; and a second language, especially a Chinese or South Asian or Southeast Asian language or Spanish.

Primary Responsibility: To act as the on-site administrative worker in the evenings.

Duties

1. Reception
   a Welcome visitors, including members and their children, volunteers and the general public.
   b Answer the telephone, direct callers appropriately and take messages as needed.
   c Deal effectively with all inquiries.

2. Provide photocopying, collating, filing, mailing, some typing, and computer data entry into database and accounting program.

3. Put together mass mailings to update members and to solicit for donations in local neighbourhoods.

4. Maintain and update the membership, volunteer, donor and agency databases.

5. Establish and sustain a warm, friendly, clean, organized and helpful atmosphere in the office.

6. Provide support for other Applegrove administrative and program staff.

7. Promote volunteering through
   a. encouraging member involvement in regular activities and special events,
   b. involving members in tasks where possible, and
   c. encouraging and supervising placements, e.g., high school students completing their required community service.

8. Ensure rooms are open, ready and available for pre-arranged meetings; close up after meetings.

9. In the absence of the Office Manager, provide bookkeeping services including payroll calculation, cheque preparation, and bank deposits.

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10. Adhere to all Applegrove policies including:

a. Maintaining appropriate statistics and records.
b. Petty cash disbursement and maintaining the petty cash.
c. Meeting relevant deadlines.
d participating in staff and other meetings as appropriate.
e pursuing professional development through relevant workshops, training, reading, conferences, etc.

11. Other duties as assigned.

Salary and Hours:

City of Toronto *AOCC* Wage Grade 4 plus relevant benefits according to the *collective agreement* ~~Personnel Policy~~.
16 hours per week, normally Monday to Thursday, 5 p.m. to 9 p.m. Some Saturdays or Sundays may be necessary.

Additional Information

- ~~Beginning in 1995,~~ a satisfactory police records check will be required as a condition of employment.

TORONTO

Non-Union Job Profiles: Executive Director, Program Director and Office Manager

Job Title: Executive Director	Job Code:
Job Type: Management	Hours of Work per Week: 35
Service Area: Association of Community Centres	Date Prepared: June 15, 2005
Community Centre: Various	

Job Summary:

Responsible for the development of a volunteer, publicly elected and Council-appointed Board of Management. Facilitates the capacity building of these volunteer directors by supporting the orientation to public and operational policies and the selection, maintenance, utilization and evaluation of the Board.

Provides leadership to the Board of Management by advising them, advocating and promoting the organization and stakeholders' changes related to organization mission. Supports the motivation of employees in the organization's products, programs and operations. Leads a responsive, successful organization that advances the City's Social Development Strategy and promotes the quality of life of members and residents.

Manages a public agency by overseeing the operations of the organization and implementing plans. Manages human resources of organization and manages the financial and physical resources of the organization. Manages the goals and objectives of the Centre as directed by the Board and informed by community and City Council. Co-ordinates needs identification and analysis, community liaison, program design and financial administration plans, supervises, engages, co-ordinates, evaluates and promotes services for the effective operation and continuing growth of the Community Centre.

Provides vision and is an information bearer to ensure that staff, volunteers, partners and Board have sufficient and up-to-date information. Looks to the future for change opportunities, interfaces among Board and employees, organization and community,

Reports To:

Council-appointed Board of Management.

Supervises (if applicable):

Directly supervises a staff team ranging from 3.4 FTE to 14 FTE City-funded positions plus up to 30 FTE Centre-funded positions, members of which are responsible for working directly with individuals and with staff from other community-based agencies and levels of government in addressing a broad range of community issues including child development, poverty, homelessness, environment, immigration and settlement.

Major Responsibilities:

Board Administration and Support

In collaboration with other Ctiy staff, other levels of government, community members and agency stff, directs the identification of community needs and concerns, generates a range of service options to meet these and recommends innovative strategies to meet identified needs.
Ensures the developmetn of targets and measurement criteria to evaluate the effectiveness of the centre's programs and services.
Offers exemplary leadership to other service providers. Creates new standards of service in the community serivce sector.
Develops and manages partnerships wtih residents and agencies to assess needs and develop programs, services, business, to solve communtiy problems and build community capacity, social capital and well-being. Initiates action with and on behalf of the Centre to promote action, change and consideration of matters to the community, the Centre, its clients, staff and volunteers.
Provides support and leadership to volunteer Board members via orienttion, preparataion of reports, agenda construction, communications between Board and stff, maintaining confidental material, implementing Board decisions and identifying issues and ways to address them.
Consults with the Board of Management, staff, volunteers and stakeholders and determines priorities, establishes objectives and formulates programs, policies and procedures.
Facilitates the functioning of the Board, providing liaison among the Board staff, stakeholders and City Council.

Programme and Service Delivery

Provides advice, guidance and overall co-ordination relatied to quality improvement for community programs, including indicator development and analysis, quality improvement initiatives, identification and use of best practice data and program evaluation.
Identifies emerging needs, new communities, posible initiatives and entrepreneurial innovative approaches. Designs and builds new programming with fresh resources.
Manages all aspects of a Community Centre including its viability and operational functions.
Achieves the goals and objectives of the Centre as established by the Board of Management and informed by community and City Council.
Ensures appropriate automated systems are in place to enhance, develop and implement effective data management services to ensure that essential information is available to meet programs, analytical and reporting needs and to facilitate the centre's management, financial and human resource administration, membership and funding.
Collaborates, negotiates and advocates with City staff and those from other levels of governmetn and community agencies, plus community members, to create or strengthen broad social programs and policies and the impact of initiatives by other levels of government and community-based organizatios on community issues and servcies.
Reviews and analyzes policies and procedures of the Centre and from different levels of government, related laws, acts or contracts.
Prevents crises, manages critical issues, solves difficult problems and anticipates and addresses matters which are or may become critical issues for the Centre before the Centre or City is compromised

Financial Risk and Facilities Management

Develops, recommends and administers the annual budget for the centre, and ensures that the centre's expenditures are controlled and maintained within approved budget limitations.
Develops and monitors financial policies and practices and manages human resources consistent with the goals and philosophy of the Centre.
Protects and reflects the Centre's interests in its legal relationships with funders, businesses and agencies that support Centre operations. Negotiates, executes and administers legal agreements that affect the Centre with a range of funders that include government departments, the United Way and contractors of selected services to the Centre.
Exercises signing authority for a broad range of Centre contractual agreements in respect to facilities, operations, human resources legal documenttion, union agreements and with funders, progrm partners, users of facilities.

The above reflects the general details considered necessary to perform the principle functions and shall not be construed as a detailed description of all the work requirements inherent in the job.

Participates in risk management acitvities including the provision of regular risk indicator reports and working closely with other City staff, contracted agency staff and clients to manage risks and minimize liability to the City of Toronto.

Plans and budgets for facilities whether leased or owned by the City. Designs and Manages projects such as capital building campaigns or relocation. Manages maintenance and operations for the facility including the physical building, its design and layout including elevators, plumbing, heating and air conditioning, flooring, lighting and electrical systems, security systems, roofing. Maintains the grounds and surrounding areas, parking lots, gardens, wheelchair accessibility. Maintains the furniture and equipment of the faciity.

Provides overall control and direction for all funding including overall and individual budgets for admininstration and various program areas. Administers and supervises all financial and budgetary activities of the Centre. Reviews and approves financial statements, monthly reconciliations, accounts payable, payroll requisitions, purchase orders and receipts. Ensures that timely financial reports are submitted to funders in the appropriate formats.

Presents and defends budgets before Committees, the Board and Council.

Ensures sufficient financial resources to operate the Centre and programs through planning, co-ordinating, implementing and evaluating fundraising methods such as special events, gaming, direct mail, rentals, fees, proposals to governments, foundations and corporations.

Ensures a healthy, safe, welcoming and secure environment where the Centre's physical and financial assets, staff, volunteers and users of services are protected and maintained.

Human Resource Managerment

Manages, motivates and ensures the effective training of the Centre's staff, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourages innovation in others.

Exercises responsibility and control for the hiring, training, management, evaluation, discipline and termination of all employees including permanent employees, both management and union as well as casual, contract and seasonal employees and volunteers.

Handles labour relations matters, including the hearing of grievances and the imposition of discipline as required.

Ensures the efficient utiliization of planning and supervision of clerical, accounting, reporting, EDP, and purchasing operations.

Negotiates and implements union agreements and issues related to the agreement.

Reports on all the components of the Centre with respect to the range of operating and human resource policies and procedures outlined in Centre manuals and guidelines and various acts, statutes.

Community and Public Relations

Gains media coverage of relevant issues and events in order to promote the welfare and rights of communities and to highlight the impact of centre programming.

Works with the community to find solutions to the problems a community identifies. Develops and mobilizes community-based leadership and other local resources and skills to initiate actions to solve identified community problems.

Responds to inquiries, issues and concerns rising from the Board, staff, service users, funders, regulators, community partners, elected officials and the media.

Maintains formal and informal relationships with the City of Toronto, Council Committees and departments, divisions, that affect the operations of the Centre including Community & Neighbourhood Services Department.

Conveys timely information to staff and volunteers.

Initiates, evaluates and supervises the design and implementation of effective publicity, outreach and public relations/marketing materials and initiatives in order to create ensure a positive Centre image in the community.

The above reflects the general details considered necessary to perform the principle functions and shall not be construed as a detailed description of all the work requirements inherent in the job.

Speaks for the Centre and represents it in negotiations, collective bargaining, meetings with the public, with other organizations and all levels of government and manages Centre relationships with the media and in public forums.
Prepares reports to Board and funders, correspondence and response to enquiries, makes presentations to community stakeholders as requested.
Creates and maintins a positive image of the Centre at Council and among City staff. Negotiates and advocates with a variety of City staff and through a range of departments.

Fundraising

Liaises with various levels of government, corporations, foundations and private donors to sustain and improve financial reources. Works with committees of volunteers and staff to plan, implement and co-ordinate dinners, benefits, auctions, raffles, bingos, runs, walks, theatre trips and other special events.

"Original Confirmation on File"

Board of Management or Designate	Manager, Compensation & Benefits
Date Approved:	
	Date Approved:

Not part of City Job Description
Executive Director of Applegrove Community Complex is at the non-union job level 7.0

Non-Union Job Profile

Job Title: Program Director Community Centre	Job Code: CC0011/12/13/14/15/19/20
Job Type: Management	Hours of Work per Week: 35
Service Area: Association of Community Centres	Date Prepared: April 19, 2010
Community Centre: Various	

Job Summary:

To manage the Centre's programs and services. As part of the management team, to ensure that programs and services achieve the centre's mandate, goals and objectives and are in line with the City's Relationship framework while ensuring the effective operations, development of the centre and the broader community.

Reports To:

Executive Director, Community Centre (various)

Supervises (if applicable):

Various unionized staff (up to approximately 25 FTE per incumbent)

Major Responsibilities:

- Hires, supervises and supervises staff performance ensuring effective teamwork, high standards of work quality, organizational performance, continuous learning/improvement and encourages innovation in others. Monitors and evaluates staff performance, recommends and approves salary increments, resolves disputes, recommends and implements disciplinary action when necessary in accordance with the Collective Agreement. Supervises consultants as needed.
- Develops, implements and manages a broad range of community, social, educational and recreational programs, which may include all aspects of this process: research, community consultations, organizational impact analysis, program model development, grant/funder preparation, contract negotiations, etc.
- Leads the service planning, program development and evaluation processes for all community programs using a community development, participant centred approach, that builds and strengthens communities and fosters broad social inclusion, public accountability and diversity principles.
- Leads program development and continuity through oversight, development, preparation and submission of various grant/funding/foundation applications. Ensures that programs and services are meeting funder/organizational expectations and contractual obligations while ensuring the appropriate use of public funds.
- Develops and manages various partnerships with community agencies, City of Toronto, funders, local businesses and community members to provide accessible services that improve community well being and represents the Centre at broad community events, on committees, taskforces etc. Responds to concerns/issues and provides information to the public.
- Provides leadership in related annual budget planning cycles ensuring that the budget process includes timely consultation with relevant units, preparation and coordination of all unit submissions,

and related material for the annual budget, and ensuring expenditures and revenues are controlled and maintained within approved limits.

- Provides leadership in the Centre's policy and procedural development including but not limited to Health and Safety, operational and human resources policy development, organizational risk assessments and develops mitigating policy and practice
- Manages the Centre's complaints process related to program delivery and ensures the delivery of high quality public services that meet City of Toronto standards and other best practices.
- Ensures compliance with all applicable legislation including but not limited to Health and Safety, Collective Agreements, City of Toronto HR policies, ESA, etc.
- Ensures the Executive Director is apprised of issues and assists with such issues in the Executive Director's absence.

Centre specific:

Attends Board meeting may take minutes. Provides information, reports, updates and recommendations on programs, events and activities as requested.
Actively supports the Cente's volunteer program and coordinates volunteers to participate in/lead various community activities, events, etc.
Oversees and coordinates Special events for the community including major fundraising initatives.
May sign binding and/or non-binding contracts and agreements

NOT part of official job description
Applegrove Program Director is at the non-union job level of 5.5.

Board of Management or Designate	Manager, Compensation & Benefits
Date Approved:	Date Approved:

The above reflects the general details considered necessary to perform the principle functions and shall not be construed as a detailed description of all the work requirements inherent in the job.

Non-Union Job Profile

Job Title: Business and Finance Director/Manager	Job Code: CC0021/22/23/24/25/26/27/29
Job Type: Management	Hours of Work per Week: 35
Service Area: Association of Community Centres	Date Prepared: April 22, 2010
Community Centre: Various	

Job Summary:

To manage the Centre's overall financial, business management, information and risk management systems including accounting, payroll, business, insurance and administrative policy and practice development. To participate as an active member of the Centre's management team.

Reports To:

Executive Director, Community Centre (various)

Supervises (if applicable):

Various unionized jobs (approximately .5 – 4 FTE per incumbent)

Major Responsibilities:

Hires staff and supervises staff performance ensuring effective teamwork, high standards of work quality, organizational performance, continous learning/improvemnet and encourages innovation in others.

Manages all aspects of the Centre's accounting, financial operations and business systems. Prepares regular financial/budget statements and variance reports, and related material for funding/grant applications. Provides detailed information on financial operations, revenues, expenditures. Monitors expenditures and controls accounts receivable and accounts payable for the proper financial management of the Centre. Develops financial control mechanisms. Oversees banking practices, procedures and develops related policies.

Manages and coordinates the annual budget planning cycles and service plans ensuring organizational consultation with relevant departments. Prepares all financial submissions and related material for the annual budget, including the City of Toronto submissions and other grants, foundation funders.

Ensures the Centre is in compliance with Generally Accepted Accounting Principles and best practices related to business and financial management. Leads relevant policy and business practice development to ensure that the day-to-day accounting practices, cash procedures, investment policies, and expenditures and revenues, are controlled and maintained within approved limits. Ensures that the Centre complies with all accounting legislative requirements related to charities.

Leads the annual audit process including preparing all related materials, schedules and information as required to facilitate the audit process. Coordinates and prepares all

applicable reporting related to business and finance including Annual Charitable Returns and other applicable government regulations/returns/remittances.

Manages the Centre's payroll and where relevant the pension and benefits systems, including establishing and maintaining appropriate records, reports and related systems. Ensures that the Centre completes and submits all required reports and various remittances, T4's, government returns, tax payments, etc. Monitors and implements applicable changes to the City's compensation, pension and benefit packages and ensure that employees receive related information.

Manages and ensures where relevant that assigned purchasing and materials processes include appropriate tendering, and inventory management systems. Supports the Centre to conduct appropriate reviews of current contractors and suppliers to ensure best value for money. Establishes new supplier, vendor relationships, and troubleshoots when purchasing problems occur.

Manages where relevant the Centre's insurance matters and relevant risk assessment processes.

Provides statistical and financial analysis data, and prepares reports and correspondence. Makes presentations to the Board, Board committees and the general public/membership. Provides statistical and financial analysis and collects data.

Oversees and coordinates numerous special events for the community including organizational major fundraising initiatives.

Ensures compliance with all applicable legislation including but not limited to Health and Safety, Collective Agreements, and City of Toronto policies, ESA, etc. Liaises with various City and political staff regarding financial matters and compliance with relevant City policy.

NOT part of official job description

Applegrove job title is Office Manager and the position is at the non-union job level of 5.5.

Board of Management or Designate	Manager, Compensation & Benefits
Date Approved:	Date Approved: