



GRAND RIVER EMPLOYMENT & TRAINING INC.

"Opening Doors to Our People"

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Please take a moment to complete all the information. This will allow us to better meet your needs.

EMPLOYERS EMPLOYMENT SERVICES

EMPLOYER INFORMATION

Name of Business: YMCA of Hamilton, Burlington & Brantford

Business Address: 79 James St. S.

Contact Name: Jordan Bowker

Phone Number: 905-529-7102 Ext. 5012

Cell Number: N/A

Fax: 905-317-4917

E-Mail: jordan_bowker@ymca.ca

Website: www.ymcahbb.ca

PURPOSE

Temp Services:

Job Posting: (See reverse side)

SIGNATURE

Signature of Employer: Jordan Bowker

Date: September 15th, 2017

OFFICIAL USE

Name of Clients referred:

Was referral hired: Yes No

Date Hired:

Signature of Career Resource Technician

Date:

IT IS THE RESPONSIBILITY OF THE EMPLOYER TO NOTIFY G.R.E.A.T.
UPON HIRING FOR THIS POSITION

EMPLOYER JOB POSTING

EMPLOYMENT DETAILS					
EMPLOYER NAME: YMCA of Hamilton, Burlington & Brantford			DATE: November 3rd, 2017		
LOCATION/DEPARTMENT: Beyond the Bell (Ohsweken locations--IL Thomas & JC Hill)			TELEPHONE: (905)529-7102 ext. 5012		
JOB TITLE: Beyond the Bell Educator and Supervisor Positions			CLOSING DATE: November 30th, 2017		
SALARY: \$ <input checked="" type="checkbox"/> PER HOUR \$12.25 (Educator) \$14.25 (Supervisor)			HOURS OF WORK: <input type="checkbox"/> PER DAY Approx. 15-20 hours <input checked="" type="checkbox"/> PER WEEK		
TERMS: <input checked="" type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME <input type="checkbox"/> PERMANENT <input type="checkbox"/> CONTRACT <input type="checkbox"/> TEMPORARY					
START DATE: Immediately			END DATE: June 2018 (contracts may be extended for summer positions)		
QUALIFICATIONS / EXPERIENCE REQUIRED					
Please see attached postings					
<input checked="" type="checkbox"/> Attached Job Description					
DUTIES OF THE JOB					
Please see attached postings					
APPLICATION PROCESS					
SUBMIT: <input checked="" type="checkbox"/> RESUME <input type="checkbox"/> COVER LETTER <input type="checkbox"/> APPLICATION <input checked="" type="checkbox"/> 3 REFERENCES <input type="checkbox"/> CALL DIRECT					
TO: <input type="checkbox"/> G.R.E.A.T: P.O. BOX 69, 16 SUNRISE COURT, OHSWEKEN, ON N0A-1M0					
<input checked="" type="checkbox"/> EMPLOYER					
OFFICIAL USE					
1.					
2.					
3.					

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Creation Date: July 2, 2014	Reviewed By: Programs and Services Staff
Amendment Date: March 13, 2015	Approved by: Programs and Services Manager



YMCA of Hamilton/Burlington/Brantford

Beyond the Bell Supervisor

Various Locations – Hamilton/Burlington/Brantford/Ohsweken
79 James Street South
Hamilton, ON, L8P 2Z1

Salary Range: \$14.25/hour

Position Status: Part-time

Placement: Immediately-June 2018

Nature & Scope:

The Beyond the Bell Supervisor reports directly to the Manager of Community Outreach. This position is responsible for the co-ordination and supervision of children, creating and facilitating the delivery of safe, age appropriate programming in an after-school program focusing on aboriginal populations. The supervisor is dedicated to improving children's academic competencies, values and physical well being.

Responsibilities:

- Assists with the recruitment and training of Beyond the Bell program staff
- Provides orientations, training, supervision, and general performance management of staff including the planning and organizing of staff and program schedules
- Oversees and supervises parent/volunteer activities, conferences and programs
- Acts as the YMCA liaison and attends and participates in community meetings and events as required
- Provides direct program delivery at the Beyond the Bell site
- Prepares written reports and coordinates the collection/analysis of statistical data as required
- Manages a program budget; monitors program inventory supplies
- Responsible for purchasing supplies and equipment, as well as moving/unpacking of supplies and set up at program site
- Some travel required between Beyond the Bell site and the YMCA as well as field trips as scheduled

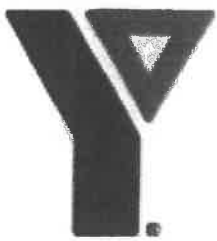
Qualifications:

- Post secondary education enrollment in a college or university program, preferably in child development and related fields
- 2 years experience working with children in direct program delivery
- Commitment to delivering programs for children (must be available Monday-Friday)
- Strong communication and problem solving skills
- Effective time management skills; must be able to plan and prioritize work assignments
- Self motivated and able to work well independently and in a team environment
- Knowledge of child development and related "new" research
- Ability to manage physical requirement of moving, unpacking and setting up program supplies and equipment on a regular basis

Organizational Overview:

As one of the largest charitable community service organizations in Canada, the YMCA of Hamilton/Burlington/Brantford responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people

This position requires a commitment to the YMCA mission and core values of: Responsibility, Honesty, Caring, and Respect, as well as, a commitment to building developmental assets in children and adults. All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton/Burlington/Brantford with a current and satisfactory Criminal Reference Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Criminal Reference Check, to provide a Vulnerable Sector Screening Report at the time of hire.



Competencies:

Commitment to Organization Vision and Values

Demonstrates and promotes a personal understanding of and appreciation for the Mission, Vision and Strategic Outcomes and Values of the YMCA.

Communications

Communicates in a thorough, clear and timely manner and supports information sharing and goal achievements across the YMCA.

Planning and Organizing

Establishes a clearly defined and effective course of action for self and others to accomplish short and long term work goals.

Quality Focus

Ensures that success criteria for self, staff and programs are set, reviewed and surpassed regularly to provide excellent service delivery.

Teamwork

Actively builds teams and encourages open relationships for maximum organizational effectiveness

Internal Applicants:

The YMCA of Hamilton/Burlington/Brantford encourages employees within the Association, as well as those employed within the Canadian YMCA/YMCA-YWCA Federation to submit their application.

Please note that in so doing, the YMCA of Hamilton/Burlington/Brantford reserves the right to contact the applicable YMCA or YMCA-YWCA for purposes of seeking an employment reference throughout the recruitment process.

Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application. By submitting your application, you understand and agree to allow the YMCA of Hamilton/Burlington/Brantford to contact your current Association.

Accessibility:

The YMCA of Hamilton/Burlington/Brantford is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the *Accessibility for Ontarians with Disabilities Act (AODA)* and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate contacting our Human Resources Department.

The YMCA of Hamilton/Burlington/Brantford is an equal opportunity employer.

If you are interested in this position, please submit your letter of application and resume by **November 30th, 2017** attention:

Shawna Maclellan
Manager of Community Outreach
& Day Camp

Shawna_maclellan@ymca.ca

We thank all applicants, however, only those considered for an interview will be contacted.