

## Beyond the Bell (BTB) After-school Lead

<b>Hourly Rate:</b> \$22.55/hour with eligibility for a \$1.50 per hour premium for hours worked in direct program delivery at Six Nations of the Grand River locations.	<b>Location:</b> IL Thomas Elementary School, Six Nations of the Grand River (Ohsweken, Ontario).
<b>Work Hours:</b> Up to 29 hours per week.	<b>Employment Type:</b> Part-time fixed term contract
<b>Deadline to apply:</b> On-going	<b>Department:</b> Community Outreach
<b>Placement:</b> August 2025 – June 2026	<b>No. of Vacancies:</b> 01

### Program Description:

Beyond the Bell is a Community Outreach program serving vulnerable populations in underserved communities, where educators provide learning enrichment activities to the children we serve.

### Position Description:

The After-School Program Lead reports directly to the Manager, Beyond of the Bell (BTB) and Indigenous Partnerships. This position is responsible for coordination and direct program delivery at a BTB location. The After-School Lead will work as part of a team to empower students in grades 1 to 5 to reach their full potential and succeed in their education.

Strong performers will be offered professional growth and leadership opportunities through community engagement and program development initiatives.

This is a great opportunity for an individual with a high level of interest in working with the YMCA HBB as a charitable organization.

### What You'll Do:

- Responsible for the day-to-day operations of assigned location.
- Ensure program plans and routines are established and implemented at assigned location.
- Conduct participant intakes and assessments, and design and implement tailored action plans based on the unique needs of students.
- Prepare written reports and coordinate the collection/analysis of information and data as required.
- Foster collaborative working relationships with families, school, community partners, and the greater community to facilitate engagement and impact in serving the needs of vulnerable students.
- Maintain positive, professional communication with children/families and respond promptly to all requests, inquiries, and concerns.
- Guide and coach assigned educator team and provides feedback to the manager for performance management activities, where applicable.

- Support manager with onboarding and orientation activities
- Maintain accurate and up-to-date children(s) files and documentation.
- Organize and maintain program supplies and inventory
- This position requires availability to work between the hours of 2:15 p.m. and 5:30 p.m. (shift times vary based on school location) Monday to Friday, with ability to maintain a flexible schedule to manage issues, concerns, and problems as they may arise.
- Programs are based out of a shared space within the school, therefore, requiring movement and set up of equipment on a daily, weekly, and/or monthly basis.
- This position requires the ability to commute to and from program location, pick up snacks, as well as attend off-site meetings as required.

#### **What You'll Bring:**

- Completion of, or enrollment in, a post-secondary program in Child and Youth Studies, Recreation and Leisure, or equivalent experience in a related field.
- A minimum 1-year experience working with children in direct program delivery.
- Experience in coaching or leading a team in child-based and/or educational environment is an asset.
- Experience in tutoring students with literacy and numeracy.
- Experience working directly with children with different learning abilities and/or other special needs, and vulnerable populations.
- Ability to actively engage children, employing a child-centered and interest-based approach.
- Experience and sensitivity in dealing with members of different cultural and racial backgrounds, including visible and invisible dimensions of diversity.
- Strong communication and problem-solving skills.
- Effective time management skills; must be able to plan and prioritize work assignments.
- Strong computer skills, proficient in Microsoft Office is required.
- Self-motivated and able to work well independently and in a team environment.
- Valid Standard First Aid and CPR-C including AED training certificate is required.

This position requires a commitment to the YMCA HBB mission and core values of: Inclusion, Caring, Honesty, Respect and Responsibility, 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 Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire. Police Records Checks are reviewed on an individual basis, and the offence(s), if any, is considered in the decision-making process in relation to the requirement of working with children; therefore, not eliminating all candidates with a record from being offered a position.

#### **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 HBB connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA HBB works collectively with community

partners that share the YMCA HBB's determination in strengthening the foundations of community for all people.

## Qualifications

Required Behaviors	Preferred Behaviors
<p><i>Detail Oriented:</i></p> <ul style="list-style-type: none"> <li>Capable of carrying out a given task with all details necessary to get the task done well</li> </ul> <p><i>Team Player:</i></p> <ul style="list-style-type: none"> <li>Works well as a member of a group</li> </ul> <p><i>Leader:</i></p> <ul style="list-style-type: none"> <li>Inspires teammates to follow them</li> </ul> <p><i>Dedicated:</i></p> <ul style="list-style-type: none"> <li>Devoted to a task or purpose with loyalty or integrity</li> </ul>	<p><i>Enthusiastic:</i></p> <ul style="list-style-type: none"> <li>Shows intense and eager enjoyment and interest</li> </ul>

Required Motivations	Preferred Motivations
<p><i>Growth Opportunities:</i></p> <ul style="list-style-type: none"> <li>Inspired to perform well by the chance to take on more responsibility</li> </ul> <p><i>Making an Impact:</i></p> <ul style="list-style-type: none"> <li>Inspired to perform well by the ability to contribute to the success of a project or the organization</li> </ul>	<p><i>Goal Completion:</i></p> <ul style="list-style-type: none"> <li>Inspired to perform well by the completion of tasks</li> </ul> <p><i>Work-Life Balance:</i></p> <ul style="list-style-type: none"> <li>Inspired to perform well by having ample time to pursue work and interests outside of work</li> </ul> <p><i>Flexibility:</i></p> <ul style="list-style-type: none"> <li>Inspired to perform well when granted the ability to set your own schedule and goals</li> </ul>

Preferred Education
<ul style="list-style-type: none"> <li>Some college or better in Child &amp; Youth Studies or related field</li> <li>Some college or better in Recreation &amp; Leisure Services or related field</li> </ul>

Required Experience	Preferred Experience
<ul style="list-style-type: none"> <li>• Effective time management skills; must be able to plan and prioritize work assignments.</li> <li>• Strong computer skills, proficient in Microsoft Office is required.</li> <li>• Experience and sensitivity in dealing with members of different cultural and racial backgrounds, including visible and invisible dimensions of diversity.</li> <li>• Experience working directly with children with different learning abilities and/or other special needs, and vulnerable populations.</li> <li>• Experience in tutoring students with literacy and numeracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in coaching or leading a team in child-based and/or educational environment is an asset.</li> </ul>

**Interested in applying?** Please submit your resume and complete our online application form by following this link: [After-School Program Lead | Job Opportunities](#)

The YMCA of Hamilton|Burlington|Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity.

We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply.

If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department (PLC) at [plc@ymcahbb.ca](mailto:plc@ymcahbb.ca)