

Summer Program Supervisor (30 hours/week)

VIRTUAL Ready, Set, Connect! Program (1 position available)

Canada Summer Job Opportunity

SUMMER 2021 Contract (June 21 to August 16)

Serving children virtually throughout Toronto, York, Peel & Durham Regions

Salary: \$18 per hour

***Applicants in the following areas will take priority: Toronto, Thornhill, Scarborough, Markham, Richmond Hill**



What is Future Possibilities for Kids and Camp Contribution?

Future Possibilities for Kids (FPK) is a Canadian non-profit organization that provides programs to empower children between the ages of 9 - 12 from underserved communities in the GTA. Ready, Set, Connect! (RSC!) is an interactive and supportive program provided virtually by FPK that is specially designed to provide a space where children can connect with other children, increase their self-awareness, their confidence, and their ability to take action as leaders within their community and beyond.

FPK's Culture Statements

- Be 'coachable' and show an interest in personal development, learning and growth by embracing your 'stretch zone'
- Provide ongoing encouragement, support, and training for other team members to achieve shared success
- Practice Possibility Thinking where ideas are allowed to breathe without judgement
- Continually seek opportunities to gather feedback from others and actively use this feedback to make positive change to ourselves, our programs and our organization
- Maintain an environment which is warm, welcoming, where everyone feels valued and respected, and which models and reflects FPK's anti-oppression framework

Job Description

Future Possibilities for Kids is seeking a responsible, enthusiastic, and outgoing Program Supervisor for our Ready, Set, Connect! program. The Program Supervisor coordinates, inspires, guides, and supports the virtual program experience. While overseeing program operations, the Program Supervisor ensures the virtual environment is a safe space for all children to participate, experience adventure, and form relationships, while learning leadership and life skills. While confidently leading and supporting a team of Program Leaders (from a distance), the Program Supervisor will serve as a role model for FPK's mission and uphold a Kid-led initiative throughout RSC!. Program Supervisor reports directly to the Summer Program Director. This is a full-time summer contract position from June to August (entails approximately 30 hours per week).

Responsibilities (*include but are not limited to*):

- **Training:**
 - Attend Program Supervisor training
 - Assist Program Director in facilitation of Program Leader training
 - Assist in facilitation of Staff Debrief day on **August 16th, 2021**.
- **Program Support:**
 - Supporting the Summer Program Director in overseeing delivery of virtual programming
 - Supervise and act as first point of contact for 15 Program Leaders
 - Offer ongoing coaching support and feedback to further develop the skills of the Program Leaders
 - Schedule weekly debriefs/check-ins with each Program Leader to discuss challenges and successes
 - Support Summer Program Director in data collected for written reports to FPK head office
 - Support Program Leaders in contacting kids and parents (i.e. absences, behavioral issues)
 - Being the liaison between FPK staff when adding or removing program participants into RSC program

- **Program Operations:**

- Support Program Director with administration of accounts and resource folders for Program Leaders
- Support and Participate in 2 'end of session' video meetings with full team of Program Leaders to re-motivate, express gratitude, acknowledge challenges, and celebrate wins
- Maintain positive working relationships with Kids, parents/guardians, staff, and community agencies
- Maintain confidentiality of program participants at all times

Qualifications/Skills:

- Must have camp experience and/or experience in planning and facilitating groups of children's programs
- Must be independent and flexible
- Experience in colleague collaboration and in leading volunteers
- Demonstrated experience of leadership skills and high level of conflict resolution skills
- Strong organizational skills and multi-tasking abilities
- Understanding of child and youth engagement techniques
- Demonstrates knowledge/understanding of diversity
- Easily adaptable to change
- Friendly and able to form unique bonds with all staff
- Creative, high energy, coachable and able to generate enthusiasm in others

Education, Experience, and Other Requirements: *(Once given the job offer, please have requirements prepared)*

- Commitment to FPK's Anti-Oppression Framework
- Completed post-secondary education or comparable experience desired
- Understanding of and/or experience with coaching philosophies and practices and/or willingness to learn
- Cleared Police Check (ie. Vulnerable Sector/VSS report or Backcheck E-PIC), current within 2021
- SafeTalk training *(preferred)*
- Access to internet and a large-screen device (ie. laptop) to host and support virtual programming on FPK's recommended software (ie. Zoom)

This is a Canada Summer Jobs funded opportunity and all applicants must adhere to CSJ requirements in order to be eligible:

- be between 19 and 30 years of age at the start of the employment*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment**; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- *The youth must be 19 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

How to Apply:

- **Please apply by emailing janet@fpcanada.org with the listed information by **May 21st, 2021** (Only those considered will be interviewed):**
 1. Your Email- Please include 'Summer Program Supervisor Position 2021' in the subject line of your email
 2. Your Cover Letter –Please include that you are applying for the 'Summer Program Supervisor Position' in your letter
 3. Your Resume – Please include only information that pertains to this role

***We thank everyone who applies but only those candidates selected for an interview will be contacted;
No phone calls please.***