

## Summer Program Director (35 hours/week)

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

SUMMER 2021 Contract (June 7 to August 16)

Canada Summer Job Opportunity

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

Salary: \$21 per hour

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

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### What is Future Possibilities for Kids and Ready, Set, Connect!?

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 organized Summer Program Director for our virtual program this summer. Our ideal candidate will have strong interpersonal and communication skills that can easily translate into our programming and be a wave of motivation across our virtual connections this year. As the Summer Program Director, you will be responsible for the coordination, operation, and support of the Ready, Set, Connect! Program. The Summer Program Director will supervise and manage the Summer Program Supervisor and oversee up to 16 Program Leaders, while establishing and maintaining positive relationships with staff, parents, and Kids. The Summer Program Director reports directly to the Program & Volunteer Coordinator. This role is a full-time summer contract position from June to August (entails approximately 35 hours per week).

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

- **Training:**
  - Attend Summer Program Director training
  - Assist with Summer Program Supervisor training
  - Assist in facilitation of Program Leader training
  - Assist in facilitation of Staff Debrief day on **August 16<sup>th</sup>, 2021**.
- **Program Support:**
  - Oversee delivery of virtual programming
  - Supervise and act as first point of contact for Program Supervisor
  - Offer ongoing coaching support and feedback to further develop the skills of the staff
  - Support Program Leaders in contacting kids and parents (i.e. absences, behavioral issues)
  - Draft weekly written reports to FPK head office on program operations with support of Program Supervisor
  - Collect and share program highlights/stories, in the form of a newsletter, captured by Program Leaders with Program Coordinator team for distribution within the FPK Community
- **Operations:**
  - Support Program Leaders with administration of accounts and tech set-up for virtual delivery of RSC! Program (ie. Zoom) in collaboration with Program Supervisor
  - Monitor distribution of program evaluations for program requirements

- Lead communication to Program Leaders about special events (ie. hosting one Possibility Room Event at the end of each RSC! Session; arranging and communicating ‘guest speakers’, such as other FPK Staff)
- Facilitate and Conduct 2 ‘end of session’ video meetings with full team of Program Leaders to re-motivate, express gratitude, acknowledge challenges, and celebrate wins with Program Supervisor support
- Maintain positive working relationships with Kids, parents/guardians, staff, and community agencies
- Maintain confidentiality of program participants at all times

#### Skills Required:

- Strong interpersonal and facilitation skills
- Must have camp experience and/or experience in planning and facilitating children’s programs
- Experience with digital / e-learning tools is considered an asset
- Must be independent, self-motivated, flexible and pro-active
- Experience leading a small team of staff and/or volunteers with strong communication skills
- Resourceful, creative, problem-solver; a ‘Possibility Thinker’
- Enthusiastic, fun-generating and energetic
- Demonstrated experience motivating and inspiring children, youth and adults
- Demonstrated knowledge, understanding, and appreciation of diversity and social inclusion
- Strong organizational skills and ability to adapt to change
- Ability to work collaboratively with internal staff and volunteers
- Ability to prioritize and multi-task at an intermediate level with strong attention to detail
- Understanding of child and youth engagement techniques
- Strong conflict resolution skills and experience in child & youth behavior management in a camp setting

#### Education, Experience, and Other Requirements:

- 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](mailto:janet@fpcanada.org) with the listed information by **May 21<sup>st</sup>, 2021** (Only those considered will be interviewed):
  1. Your Email - Please include ‘Summer Program Director Position 2021’ in the subject line of your email
  2. Your Cover Letter - Please include that you are applying for the ‘Summer Program Director 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.***