



**YMCA of
Hamilton | Burlington | Brantford**

Beyond the Bell Supervisor

Positions available in Hamilton and Burlington, Ontario, and Six Nations of the Grand River (Ohsweken, Ontario).

Salary Range: \$19.75/hour

Position Status: Part-Time

Placement: Immediately

Nature & Scope:

The Beyond the Bell Supervisor reports directly to the Area Supervisor of Beyond the Bell (BTB). This position is responsible for the co-ordination and direct program delivery at a Beyond the Bell location. The Beyond the Bell Supervisor will work as part of a team that will empower students aged 6-11 to reach their full potential by building capacity to engage and succeed in their education.

Responsibilities:

- Provides recommendations for hiring, coaching staff and conducting performance management activities.
- Conducts intake and assessment throughout the students' time in the program.
- Ensures positive, professional communication with children/families on an ongoing basis and responds promptly to all requests, queries and concerns.
- Designs, implements and evaluates child centred individual action plans.
- Consults with LRT (learning resource teacher) at site.
- Conduct outreach and marketing to local school, parent and students
- 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.
- Completes assigned evaluations and reporting requirements
- Foster and participate in community partnerships, initiatives and outreach activities to facilitate greater community engagement and understanding in serving the needs of vulnerable students.
- Maintain accurate and up-to-date child files and documentation.

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 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.



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Responsibilities continued:

- 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.
- **Must be available** to work a regular schedule Monday to Friday from 3:00 p.m. to 6:00 p.m., however, is able to maintain flexibility in his/her schedule to manage issues, concerns and problems as they may arise.

Qualifications:

- Post-secondary education in Child and Youth Studies, Recreation and Leisure or related field.
- Valid certificate in Standard First Aid and CPR-C.
- Previous work experience supervising staff and working with children is preferred.
- Commitment to providing program delivery for children.
- Strong computer skills, proficient in Microsoft Office.
- Experience in tutoring students with literacy and numeracy.
- Ability to build positive working relations with students.
- Demonstrated knowledge of anti-racism and cultural sensitivity awareness.
- Experience working with students with different learning abilities and/or other special needs.
- Self-motivated and able to work well independently and in a team environment.
- Experience and sensitivity in dealing with members of different cultural and racial backgrounds, including visible and invisible dimensions of diversity.
- Ability to work in an efficient manner both independently and as a part of a team.
- Experience working directly with children and/or vulnerable populations.
- Knowledge of child development and related “new” research.

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 Acts (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.



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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.

Leadership

Guides, motivates and inspires self and others to take action for self and others to accomplish short and long term work goals.

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.

Our approach to personal balance and flexibility supports employees to devote time to personal matters. At times, the organizational business needs that arise will require employees to work beyond their normal work schedule in order to fulfill accountabilities required in relation to their job specific function. Together with our employees, the YMCA will work towards maintaining balance and fairness.

Apply Now!

If you are interested in this position, please submit your resume and complete our online application form by following this link:

<https://www.ymcahbb.ca/beyond-bell-employment-application>

**NOTE: when prompted in the application form, please select "Beyond the Bell" as the area to which you are applying

Should you encounter issues with the online application form, please email us at btb.jobs@ymcahbb.ca

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



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