

Volunteer Position:	Volunteer – <b>After-School Program Tutor/Counselor</b>
Department:	<b>Housing</b>
Commitment Requested:	<b>6 Months</b>
Estimated Hours Per Week:	<b>2.5-7.5</b>
Estimated Shift Times:	<b>3:30 – 6:00, Mon-Fri</b>
Locations:	<b>20 Palace</b>
Supervisor:	<b>Patrick Leroux</b>
Application Deadline:	<b>October 15<sup>th</sup>, 2020</b>

Fred Victor is a social service charitable organization that fosters long-lasting and positive change in the lives of homeless and low-income people living across Toronto. We work in partnership with people from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation to address their needs. Please find more at our website at [www.fredvictor.org](http://www.fredvictor.org).

**Program/Position Summary:**

The 20 Palace “K-Club” is an after-school program that provides a safe space for the children in the community to play, learn, and express themselves! Centered around providing academic help, we nonetheless believe development happens through fun! Our daily schedule involves playing with toys and creative materials, socializing over snack, monitoring outdoor activities, providing homework help, and engaging with concepts through art, music, science, and more! Through this dedication to providing a caring, child-centered space, we hope to create a strong community built around our young people.

Our participants come from diverse backgrounds that require attention particular to their ages, cultures, and interests! We are seeking active and vibrant volunteers who also feel comfortable providing academic help. You will be required to explain homework problems, navigate learning portals, be “it” for tag, serve snack, help settle conflicts, throw 3-pointers, and sanitize sanitize sanitize! As well, we are dying to know what special talent or passion you will bring to program with you! So if you have a dedication to child development, patience for problems, and the energy to keep up, please apply!

**Responsibilities and Job Specifications:**

- Assist with program set up.
- Assist the Program Facilitator to enact various games, crafts, and activities.
- Work 1-on-1 with children to provide homework help
- Engage in large group activities as either a supervisor or participant.

- Supervise children in large outdoor playgrounds
- Help prepare and serve a healthy snack to the participants
- Assist in the cleaning and sanitization of the play space
- Engage in a debrief sessions with the facilitator and other staff to discuss specific behaviours and events from the day.

### **Qualifications and Skills:**

- Patience
- Prior experience interacting with groups of children is an asset
- Standard CPR/First Aid an asset
- Academic ability to help with elementary level homework
- An open mind and deep acceptance of other cultures
- High confidence and energy level is essential

### **Working Conditions:**

- Help supervise groups of 10-20 in both indoor and outdoor settings
- Work 1-on-1 in a tutoring-esque environment
- Wheelchair accessible
- Some physical tasks and requirements: lifting, bending, reaching, and carrying weight up to 15lbs (not necessary but helpful)

### **Additional Information:**

- Volunteer will receive an orientation about Fred Victor and policies through our volunteer coordinators. The volunteer will then report to, and receive direction and support from, the 20 Palace Child and Youth Facilitator.

### **Disclaimer:**

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the volunteer. Volunteers may be asked to perform some or all of these duties based on readiness and training.

## **How to Apply**

Please submit a resume and cover letter in one document indicating why you are interested in this volunteer position. Please send via e-mail no later than: **OCTOBER 15TH**

**Patrick Leroux**  
**Child & Youth Facilitator**  
**pleroux@fredvictor.org**

**NO PHONE CALLS OR FAXES PLEASE**

We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates; however, only those selected for an interview will be contacted.

Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.