



# EMPLOYMENT OPPORTUNITY

## Child and Youth Program Coordinator

**Application deadline:** Sunday, August 14<sup>th</sup> at Midnight

**Start date:** September 1, 2011

**Length of contract:** 6 months with the possibility of extension

**Location:** Parkdale, Toronto

***Greenest City is a community-based charitable organization dedicated to building healthy, inclusive neighbourhoods through community gardening and the celebration of food. We do this by engaging participants of all ages in hands-on programs that build community, develop skills and knowledge, promote active and healthy choices, and create opportunities for social and environmental change.***

### Job Description

The Program Coordinator is responsible for planning, managing and implementing Greenest City's youth and children's programs, including the Youth Garden Drop-Ins, Youth Community Kitchen, Growing the Future (an after-school food program for youth) and our new weekly after-school children's program. The Program Coordinator will provide programming for youth and children that builds skills and knowledge around food preparation, food systems and gardening and empowers them to become more engaged in the community.

### Key Responsibilities

- Work with the Program Manager to develop, implement and evaluate existing and new youth and children's programs
- Work with Greenest City staff and program partners to recruit participants and connect with the local community
- Coordinate programming logistics, activities, workshops and field trips
- Provide support, guidance and training to Greenest City's Youth Mentors and adult volunteers
- Develop and maintain relationships with participants and with program partners
- Record and track information and statistics on project deliverables

- Lead hands-on activities on the topics of food preparation and gardening
- Develop engaging and relevant program materials in the area of sustainable food and environmental health
- Motivate, encourage, and support participants in their experience
- Help organize appreciation dinners, awards, and other Greenest City events

**Qualifications:**

- Demonstrated ability and experience working with youth and children from varied backgrounds
- Interest and experience in the areas of food preparation, food security, gardening, and youth development
- Experience in the development and delivery of local food and environmental projects
- Highly motivated, resourceful and passionate – demonstrated commitment to issues of environmental, social and economic justice
- Demonstrated ability to connect to and work within diverse communities
- A positive and kind way with staff, participants and partners
- Self-starter that can work with minimal supervision when needed
- Strong communication skills, including writing
- Ability to speak a language relevant to the South Parkdale neighbourhood is considered an asset (for example: Tibetan, Mandarin, Hungarian, Polish, and others)

Salary: \$30,000 to \$32,000 pro-rated, depending on qualifications.

This position is based out of Greenest City's office in Parkdale. Evening and occasional weekend work is expected. The initial contract period is 6 months, full-time. It is our intention to make this position a year-round, permanent position.

**Please email your cover letter and résumé by Sunday, August 14<sup>th</sup> at midnight to [hiring@greenestcity.ca](mailto: hiring@greenestcity.ca).**

Please identify in your cover letter how you learned of this posting.

Late applications will not be accepted. We regret that only those applicants being considered for the position will be contacted.

*Greenest City is committed to Employment Equity and encourages applicants from equity seeking groups to self-identify.*