



## Job Posting

Position Title	Supervisor – Children’s Program (ages 5-10)
Location of Position	North York (Driftwood & Shoreham Communities)
Duration of Job	Full-Time
Application Deadline	February 13, 2012
Contact	Peter Kentie: <a href="mailto:peter@urbanpromise.com">peter@urbanpromise.com</a> Phone: 416-516-6121 ext 23
Website	<a href="http://www.urbanpromise.com">www.urbanpromise.com</a>

UrbanPromise Toronto is a non-profit charitable organization that exists to proclaim the love of Jesus, and express it through the spiritual, social and educational development of children, youth and families living in government housing.

<b>Job Description</b>	<p>The position of the Supervisor is a leadership position. You are responsible for the operation of Children’s After-School &amp; Summer Day Camp programming, hiring and development of related staff, and nurturing of strong community relations.</p> <p><b>Age Group</b></p> <ul style="list-style-type: none"> <li>Working with children ages 5-10</li> </ul> <p><b>Program Management</b></p> <ul style="list-style-type: none"> <li>After School Programming</li> <li>6-week Summer Day Camp Program in July &amp; August (Mon-Fri) <ul style="list-style-type: none"> <li>* Spiritual Development – Biblical &amp; Spiritual Teaching</li> <li>* Academic Development – Homework &amp; Reading Help, Activities that Inspire Learning</li> <li>* Social Development – Life Skills, Creative &amp; Recreational Activities, Incentive Trips</li> <li>* Maintaining a Safe Environment</li> </ul> </li> <li>All Children’s Programming is fundamentally relational. Our staff use programs as a venue to build relationships with children.</li> </ul>
<b>Salary</b>	<ul style="list-style-type: none"> <li>Salary to be discussed at interview.</li> <li>This is a Missionary position which requires financial support from Churches, Family members and the Body of Christ.</li> <li>You are responsible for your personal deputation (raising your salary). You must raise 100% of your support with helpful guidelines &amp; coaching from UrbanPromise Toronto.</li> </ul>

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<b>Responsibilities</b>	<p><b>Deputation</b></p> <ul style="list-style-type: none"> <li>• Developing and Cultivating Prayer &amp; 100% Financial Support</li> <li>• Donor Care &amp; Tracking</li> <li>• Supporting UPT Events</li> </ul> <p><b>Vision &amp; Planning</b></p> <ul style="list-style-type: none"> <li>• Setting Goals &amp; Outlines for Ministry to Support Mission of UPT <ul style="list-style-type: none"> <li>*Establishing &amp; Developing Relationships with Families</li> <li>*Program Planning &amp; Resourcing</li> </ul> </li> <li>• Building &amp; Leading a Team <ul style="list-style-type: none"> <li>*Interviewing &amp; Hiring</li> <li>*Leading &amp; Mentoring Interns, Streetleaders &amp; Volunteers</li> <li>*Leadership &amp; Spiritual Development</li> </ul> </li> </ul> <p><b>Equipping</b></p> <ul style="list-style-type: none"> <li>• Training Interns, Streetleaders &amp; Volunteers <ul style="list-style-type: none"> <li>*Individually &amp; Corporately</li> </ul> </li> <li>• Lead staff in all aspects of programming <ul style="list-style-type: none"> <li>*Communicating Vision, Goals &amp; Outlines</li> <li>*Instructing, Empowering &amp; Coaching Leaders in Ministry</li> </ul> </li> </ul> <p><b>Ministry</b></p> <ul style="list-style-type: none"> <li>• Executing Planned Programs through Team <ul style="list-style-type: none"> <li>*Supervising, Observing, Evaluating, Coaching</li> <li>*Maintaining Safe Environment</li> </ul> </li> <li>• Building &amp; Fostering Relationships <ul style="list-style-type: none"> <li>*Families – Proactive &amp; Responsive</li> <li>*Networking – Churches, Schools, Community Centers, etc.</li> </ul> </li> </ul> <p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>• Administration <ul style="list-style-type: none"> <li>*Staff Files, Participants Files, Budgets, Expenses, Results</li> </ul> </li> <li>• Staff Meetings</li> <li>• Personal Growth – Professional &amp; Spiritual Development</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• High School Diploma or Equivalent: University/College Education an asset</li> <li>• Experience with Children ages 5-10 preferable</li> <li>• Positive attitude &amp; a willingness to learn</li> <li>• A mature Christian faith and agreement with our Statement of Faith</li> </ul>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Shows a demonstrated understanding &amp; agreement with the Vision, Mission and Core Values of UrbanPromise Toronto</li> <li>• Understanding of child development</li> <li>• Self-motivated &amp; ability to take initiative</li> <li>• Good communication &amp; interpersonal skills</li> <li>• Strong organizational ability</li> <li>• Ability to develop leaders &amp; build community in team</li> </ul>