



Boys & Girls Clubs of Thunder Bay RTG Project Coordinator – Job Description

Location: Windsor Unit

Hours of work: 5 -12

Preferred availability: Monday to Friday late afternoons & evenings

Rate of Pay: \$18 - \$20 / hour (depends on teaching credentials)

Job type: Part time Contract

Position: Raise the Grade Project Coordinator

About Us

Our Clubs create environments that are safe, inclusive, fun, stimulating, and provide opportunities for learning, development, leadership, and discovery. We are looking for energetic role models and dynamic leaders to create positive environments with engaging programs for our children that promote a great camp atmosphere.

Responsibilities:

- Follow all policies and procedures set forth by the Boys & Girls Clubs of Thunder Bay
- Ensure that all 5 program pillars are consistently integrated into RTG program planning and delivery (Academic Support, Life After School, Youth Engagement, Digital Literacy, Mentorship)
- Recruitment, retention & supervision of youth members.
- Recruitment, supervision and training of volunteers.
- Learning engagement; helping youth discover interests, talents and their educational potential while using online resources and interacting with members and peers.
- Establish and maintain relationships with schools, guidance counselors and other community partners.
- Encouraging and promoting lifelong learning to children and youth
- Academic support; on-site tutoring/mentoring, homework help, and workshops
- Scholarship programs; providing support for post-secondary education
- Goal setting; helping participants establish, monitor, and accomplish personal goals for high school completion, post-secondary education, and careers
- Conduct Pre & Post assessments provided by the Boys & Girls Clubs of Canada
- Participate in training sessions
- Complete all evaluation and reporting activities, including:
 - School Year Program Plan (August)
 - A minimum of 20 RBC youth pre-surveys (between October-March)
 - Quarterly Program Reports (January, April)
 - A minimum of 5 mentor surveys (between January-June)
 - End of Year Program Report (June)
 - A minimum of 15 RBC youth post-surveys ideally matched to pre-surveys (between April-June)
 - RTG staff (EM) survey (January)
- Adhere to the new safety protocols laid out by the Health Unit
- Provide virtual training if on site training is not permitted
- Assist participants with daily homework, projects, test preparation and scholarship applications.



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Qualifications:

- Bachelor of Education or current teacher candidate
- Knowledge of the Ontario Curriculum and age/grade appropriate teaching materials
- Knowledge of opportunities available to students post high school. (Scholarships, trades)
- Standard First Aid / CPR
- Criminal records check
- Experience tutoring, mentoring or providing instruction to small groups
- Be a positive role model
- Strong organization and time management skills
- Computer experience (virtual programming may be needed)
- Strong communication skills for interactions with schools, funders, staff, volunteers and members.
- Behaviour management skills and the ability to refocus teens
- Strong written communication skills

Training is available through the Boys & Girls Clubs of Canada and will be done through Zoom

Send resumes to Lee-Ann Skirving at laskirving@tbaytel.net

To learn more about the Boys & Girls Clubs of Thunder Bay please visit our website at www.tbayboysangirlsclub.org