



Breakfast Club Coordinator

Role Summary

Alison Neighbourhood Community Centre (ANCC) is a nonprofit organization that helps build community through recreation alongside people of all ages. We help build individual and community skills and assets, and provide opportunities close to home for everyone. We are looking for a dedicated and caring leader who, together with the Recreation Coordinator, advocates for and oversees all aspects of Alison Neighborhood's Breakfast Club, including meal planning and prep. Able to multi-task, the Breakfast Club Coordinator needs to be measured and resourceful, personable, accountable, and love to be the highlight of our children's mornings!

Competencies, Skills and Qualifications

- Standard First Aid & CPR Certification;
- High-Five Principles of Healthy Child Development;
- Current, clear Vulnerable Sector Screening;
- Safe Food Handling Certificate;
- Experience meal planning and preparing food for large groups;
- Experience facilitating programming for youth aged 4 – 12;

Areas of Responsibility

- Following a provided budget, plan and purchase weekly breakfast menus that follow the Canadian Healthy Food Guide;
- Prepare nutritious breakfast for 25+ children Monday to Friday mornings;
- Follow proper safe food handling and cleaning protocols;
- Work alongside ANCC staff to oversee the safety and provision of programming for children;
- Provide a fun experience through the facilitation of activities and development of positive relationships with participants;
- Complete operational duties such as attendance, accident reports and opening/closing responsibilities;
- Possible opportunities to support team in other organization programs and events.

Additional details:

Approximate start date: September 1st, 2022

Approximate end date: June 24th, 2022

Compensation: \$17.50/hr. | 20hrs/week | 7:00am – 10:00am + planning time

Please forward your resume to Ashley Lawniczak, Recreation Coordinator at ashley@alisonneighbourhood.org

Alison Neighbourhood is a diverse and welcoming employer. We encourage applications from all qualified applicants. Only those selected for an interview will be contacted.