

# GREEK SCHOOL SUMMER PROGRAM

## Summer School Administrator

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### Summer Job Opportunity – Greek School Administrator (1 position)

#### Position Summary

The Greek School Administrator will be responsible for supporting the planning, coordination, daily operation, supervision, and evaluation of the Greek School Summer Program. The program includes Greek language learning, Greek dance and movement, music and songs, cultural activities, cooperative games, creative projects, supervised free time, optional after care, and a final-day family showcase.

The Administrator will work closely with the senior counsellors, junior counsellors, instructors, volunteers, families, and program leadership to ensure a safe, organized, inclusive, and culturally rich experience for children.

#### Major Responsibilities

Working as part of a team, the Greek School Administrator will:

- Coordinate the daily operation of the Greek School Summer Program, including arrival, attendance, transitions, lunch supervision, activity blocks, dismissal, and after-care procedures where applicable.
- Support the planning, implementation, participation in, and evaluation of daily Greek language, cultural, dance, music, recreation, and creative project activities.
- Ensure the safety, supervision, and well-being of all participants, staff, volunteers, and visitors at all times.
- Provide direction and support to senior counsellors, junior counsellors, instructors, placement students, and volunteers.
- Act as a positive role model for staff and students, demonstrating professionalism, respect, patience, and strong communication.
- Support appropriate behaviour management using respectful, child-centred, and culturally responsive approaches aligned with program expectations and policies.
- Communicate with families regarding daily routines, attendance, student needs, minor concerns, reminders, and program updates.
- Coordinate with facility staff and any partner organizations, including community centre staff where applicable, to support safe program delivery.
- Organize and monitor program materials, including Greek language resources, art supplies, recreation equipment, attendance forms, name tags, signage, and administrative documents.
- Assist with purchasing, preparing, distributing, and tracking materials and supplies in consultation with program leadership.
- Maintain clean, safe, and organized program spaces, equipment, and supplies throughout the day.
- Support emergency procedures, first aid response, incident documentation, and parent/guardian communication as required.
- Assist with the final-day family showcase, including passion project presentations, Greek songs, dance performances, and dismissal procedures.
- Contribute to program evaluation by gathering feedback from staff, families, and participants and recommending improvements for future programming.

#### Knowledge, Skills, and Experience

- Experience working with school-age children in an educational, camp, recreation, cultural, language, childcare, or community program setting.

- Experience planning, organizing, supervising, or supporting children’s programming.
- Strong communication, organization, problem-solving, and leadership skills.
- Ability to supervise and mentor staff, volunteers, and students in a busy program environment.
- Understanding of child safety, supervision, inclusion, and respectful behaviour support.
- Commitment to diversity, equity, inclusion, belonging, and respectful engagement with families from diverse backgrounds.
- Knowledge of Greek language and/or Greek culture is strongly preferred.
- Ability to communicate in Greek is an asset.
- Knowledge of Microsoft Office, Google Workspace, or similar tools for attendance, schedules, forms, and family communication.
- Current First Aid and CPR certification is an asset.

### Terms of Employment

Position	Greek School Administrator
Number of Positions	1
Hours per Week	40 hours per week
Hours of Work	Monday to Friday, approximately 8 hours per day; exact schedule to be confirmed based on program needs
Hourly Rate	\$28.00 per hour
Program Dates	To be confirmed
Reports To	GCT Chief Operating Officer / GCT Director of Education
Work Location	St John Church (1385 Warden Avenue, Scarborough, Ontario, M1R 2S3)
Additional Requirements	Vulnerable Sector Check; minimum age and eligibility requirements to be confirmed; First Aid/CPR preferred

### Application Instructions

Interested applicants are invited to submit a cover letter and resume as one PDF document. Please use the subject line “Greek School Administrator” when applying by email.

**Application deadline: May 20, 2026**

**Email your application to: [education\\_director@togreekcom.org](mailto:education_director@togreekcom.org)**

**Equity and Accommodation Statement:** The Greek School Summer Program is committed to providing an inclusive, respectful, and accessible environment. Applications are encouraged from candidates with diverse backgrounds and experiences. Accommodation will be provided in all parts of the hiring process upon request.

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.