ST. MICHAEL'S CHOIR SCHOOL
66 BOND ST., TORONTO, CANADA M5B 1X2
Music Office: (416) 397.6367
Academic Office: (416) 393.5518

Employment Opportunity

Before and After School Supervisor
Choral Institute of St. Michael's Choir School
66 Bond Steet - Toronto, ON M5B1X2
Part time (10-15 hours per week)
Salary: $22 – 25 / hour
New Position

Overview

Founded in 1937, located in downtown Toronto, **St. Michael's Choir School** is a centre for musical and academic excellence. In partnership with the Toronto Catholic District School Board, and with a current enrollment of 250 boys, the choirs of SMCS tour and perform regularly, including weekly Mass duties at the Cathedral Basilica. **The Choral Institute of the School is seeking a part time Before and After School Supervisor** as part of our collaborative music team reporting to the Director of Operations.

Position Summary

The successful applicant will report to the Director of Operations and join the school's Music Division support staff team. The Before and After School Supervisor will provide safe, caring, and active supervision of students before school and, at times after school, both indoors and outdoors on school grounds.

The successful candidate will be a positive and collaborative member of the school community, helping to foster a caring, respectful, inclusive, and welcoming environment for students and staff. The ability to interact and communicate effectively with children and youth of various ages, exercise sound judgement, and contribute to a positive school culture will be essential to this role.

Key Responsibilities

- Provide a safe, inclusive, and engaging environment through active and attentive supervision of students.
- Monitor students and school grounds to ensure appropriate safety and supervision procedures are followed.
- Foster positive and respectful relationships with students, families, school staff, and community partners.
- Support students' well-being, sense of belonging, and engagement.
- Encourage positive behaviour and assist students in resolving minor conflicts in a respectful and appropriate manner.
- Respond appropriately to student needs, incidents, injuries, or other concerns and promptly communicate them to the appropriate school staff.
- Follow school policies and procedures related to student supervision, safety, emergency response, and student conduct.
- Support student transitions and routines during before- and after-school periods.
- Facilitate age-appropriate activities that promote positive interaction and engagement.
- Maintain appropriate professional boundaries and confidentiality when interacting with students and families.
- Communicate relevant information to school staff and complete incident reports or other documentation as required.
- Contribute positively to the school community and support a respectful and welcoming school culture.

General Requirements

- Applicants are required to be a minimum of 18 years of age or older.
- Previous experience working or volunteering with groups of school-age children and youth, between the ages 8 and 18
- Strong interpersonal and communication skills, with the ability to interact positively and appropriately with children and youth of varying ages.
- Ability to exercise sound judgment, respond calmly and appropriately to unexpected situations, and maintain professional boundaries with students.
- Ability to work effectively both independently and as a member of a team.
- Ability to follow school policies, procedures, and directions from school leadership.
- Current Standard First Aid and CPR certification is an asset.
- Ability to work in both indoor and outdoor environments and tolerate moderate noise levels associated with group activities.

- Ability to perform the essential physical requirements of the position, including prolonged periods of walking and standing, as well as frequent reaching, bending, kneeling, and other movements associated with active student supervision.
- An understanding of the Catholic Church, its tenets and culture, and respect for its leadership and the role of music within the Catholic community.
- A satisfactory Vulnerable Sector Check will be required of the successful applicant.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number **202603** to: povolo@smcs.on.ca.
The deadline for receipt of applications is October 22. The anticipated start date is November 9, 2026. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Choral Institute of St. Michael's Choir School provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.