



## Afterschool Programs Program Leader

### **Job Description:**

The Afterschool Program leaders are responsible for engaging with and supervising children (ages 7-12) in a busy program setting. This role involves: planning and implementing daily activities, managing behaviour, providing learning opportunities and support for participants, attending to the developmental (social, emotional, physical, and cognitive) needs of participants and their families, supporting volunteers, and providing a safe and welcoming atmosphere for participants to engage in after school activities.

### **General Duties and Responsibilities:**

- Promotes Neighbourhood House program philosophy by ensuring programs have the opportunities to connect across program areas.
- to supervise participants and ensure safety in the program.
- to assist supervisor in planning monthly program appropriate for school-aged children.
- to assist supervisor in planning a program that supports children to develop social and emotional skills.
- in cooperation with staff and volunteers, to implement and evaluate program.
- to work within budget limits.
- to work with volunteers.
- to set-up and take down the drop-in space.
- to talk with parents/caregivers on a regular basis.
- to help build supportive relationships with families through special events and ongoing communication.
- to participate in regular staff meetings and training sessions.
- to develop positive relationships with participants and act as a role model and mentor.
- to assist with preparation and delivery of daily nutritional snack.
- to supervise participants on trips away from the centre.
- to assist supervisor in planning monthly special events.
- to assist with light cleaning and centre maintenance.

### **Qualifications:**

1. Must be at least 19 years of age.
2. Knowledge and awareness of issues surrounding diversity and inner-city communities.
3. Excellent interpersonal, organizational and communication skills.
4. 1-2 years experience providing care and mature guidance to school-aged children in a program setting.
5. Completion of a course , or a combination of courses, of at least 20 hours in child development, guidance, health and safety or nutrition.
6. Current First Aid and CPR certification.
7. Current criminal record search.
8. Child and Youth Care (CYC) diploma (an asset).
9. Experience working with at-risk children and children with cognitive disabilities (an asset).
10. Second language (an asset).
11. Level 1 Foodsafe certificate (an asset).
12. Class 4 Driver's License (an asset).

### **Hours of Work:**

\$15.06/hr. Staff work between 5 and 15 hours during a typical work week. Hours are allotted based on a person's availability, needs of the program and a person's performance.

### **Accountability:**

Afterschool Program Leaders report to and are supervised by the Afterschool Programs Coordinator.

**Send resume & cover letter to: [mackenzie@sbnh.ca](mailto:mackenzie@sbnh.ca)**