

## Before and After Care Program Supervisor

**Reports to:** Community Development & Recreation Director  
**Commitment:** Approximately 15-25 hours a week (based on school days)  
2020/21 academic year



### **Position Summary:**

Working under the direction of the Community Development & Recreation Director, the Before and After Care Program Supervisor will implement and manage the Before and After Care Program at St. Mary's Education Centre Academy according to the delivery standards.

<b>Core Competency</b>	<b>Position-Specific Task Description</b>
Leadership	<ul style="list-style-type: none"><li>• Provide supervision to BAP staff and participants</li><li>• Arrive to work on time for all shifts and prepared to be an engaged leader</li><li>• Strive to be a strong community role model, especially for children/youth</li><li>• Treat all participants/customers/public with respect &amp; consideration</li><li>• Realize the importance of your work &amp; take your responsibility seriously</li></ul>
Safety and Risk Management	<ul style="list-style-type: none"><li>• Ensure all safety policies/procedures are followed/applied by you and others</li><li>• Ensure the physical environment is safe &amp; free from hazards</li><li>• Supervise program carefully, ensuring safe participation &amp; respect for rules</li></ul>
Program Management	<ul style="list-style-type: none"><li>• Oversee the delivery of Before and After Care programming according to standards provided by the operator including both indoor and outdoor play</li><li>• Support the development of participants through active play, physical literacy and culturally responsive programming</li><li>• Prepare nutritional snack daily for program participants</li><li>• Manage and organize participant registration forms including an online schedule</li><li>• Maintain a filing system on site with all participant records</li><li>• Accept payments and maintain financial records</li><li>• Adhere to all policies/procedures for implementation &amp; complete any program related tasks as requested by supervisors</li><li>• Organizing materials, cleaning up after activities, general logistics</li></ul>
Judgement	<ul style="list-style-type: none"><li>• Show the capacity to assess situations and act appropriately</li><li>• Make sound decisions based on the best interests of all parties involved</li></ul>
Teambuilding	<ul style="list-style-type: none"><li>• Show commitment to being a supportive and reliable team member</li><li>• Full &amp; active participation in all program activities, training, staff meetings, etc.</li><li>• Encourage and support other staff, foster appropriate professional relationships</li></ul>
Communications & Customer Service	<ul style="list-style-type: none"><li>• Communicate with parents and guardians of participants according to the Before and After Care Program communications plan</li><li>• Greeting families/participants and seeing everyone off at the end of the day</li><li>• Daily communication with participants, public, superiors, etc.</li><li>• Use of age appropriate language and tone of voice, mindful of audience</li><li>• Ensuring all appropriate forms are completed for participants and the completion of daily (and other) written reports as required</li></ul>
Problem Solving	<ul style="list-style-type: none"><li>• Determining and quickly implementing appropriate participant support and/or behaviour modification strategies as required</li><li>• Effectively manage &amp; resolve day-to-day issues as they arise</li></ul>

### **Education and Qualifications:**

- Candidates with a degree or diploma in Early Childhood Education or related field are desired
- Candidates with a combination of experience and education will be considered

**Requirements:**

- The successful applicant will be required to attend a Before and After Care professional development program within 8 months of hire.
- Successful applicants will be required to complete satisfactory Criminal Record Checks including a Vulnerable Sector Check and Child Abuse Register Search
- Standard First Aid and CPR Level C or Equivalent
- HIGH FIVE Principles of Healthy Child Development considered an asset