



Municipality of the District of St. Mary's

EMPLOYMENT
OPPORTUNITY

Position title: Before and After Care Program Leader
Reports to: Before and After Care Program Supervisor
Hours: 15-25 hours a week (based on school days)
Duration: 2020/21 academic year

Position Summary:

Working under the direction of the Before and After Care Program Supervisor, the Before and After Care Program Leader assist with the delivery of the Before and After Care Program at St. Mary's Education Centre Academy according to the delivery standards.

Duties:

- Assist with the registration of participants
- Assist with the accepting payments from participants
- Assist with the delivery of Before and After Care programming according to standards provided by operator including both indoor and outdoor play
- Support the development of participants through active play, physical literacy and culturally responsive programming
- Assist with the preparation of a nutritional snack daily for program participants
- Communicate with parents and guardians of participants according to the Before and After Care Program communications plan
- Ensure that program space and equipment is clean and tidy on a daily basis
- Adhere to policies and procedures as outlined in program manual
- Other duties as assigned by supervisor
- Cleaning and sanitizing to meet Covid-19 guidelines
- Follow and ensure participants follow Covid-19 guidelines

Education and Qualifications:

- Candidates with of experience working with children will be considered
- Experience working in the field of Recreation would be considered an asset

Requirements:

- Applicants must pass a Criminal Record check
- Applicants must pass a National Child Abuse Registry check
- Proof of valid Standard First Aid and CPR training (will be provided)
- Highfive (Principals of Healthy Childhood Development) certification (training will be provided)
- The successful applicant will be required to attend a Before and After Care professional development program within 8 months of hire.

Skills and special knowledge:

- Must possess organizational skills and ability to multi-task.
- An appreciation of the field of recreation and the ability to play is essential

Applications:

Please apply by sending a resume with attached references (3) and cover letter to Mallory Fraser by email – mallory.fraser@saint-marys.ca, fax - (902) 522-2309, or drop off in person to the St. Mary's Municipal Office at 8296 Hwy, 7 Sherbrooke between Monday- Friday, 8:30 a.m. to 4:00 p.m.

Deadline to apply is October 30th at 4:00 p.m.