



## **Employment Opportunity:**

**Position Title:** Before and After Program Supervisor

**Reports to:** Community Development and Recreation Director

**Classification:** Part/time, Seasonal

**Hourly Wage:** \$15.00 - \$19.00

### **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.

### **Duties of Position:**

- Manage and organize participant registration forms including an online schedule
- Maintain a filing system on site with all participant records
- Accept payments and maintain financial records
- Oversee 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
- Ensure the safety and well-being of all participants
- Prepare nutritional snack daily for program participants
- Oversee the Before and After Care Program leader
- 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
- Provide monthly reports to Community Development & Recreation Director
- Adhere to policies and procedures as outlined in program manual
- Other Duties as assigned by operator

### **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:**

- 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)

**Skills and special knowledge:**

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

**Additional Consideration:**

- The successful applicant will be required to attend a Before and After Care professional development program within 8 months of hire.

This successful applicant will be expected to work 20-25 hours/week, Monday- Friday and the hourly rate for this position is \$15.00 - \$19.00 depending on qualifications and experience.

**Applications:**

Applications including resume and cover letter along with references will be accepted until position is filled. Applications accepted by: Email: [recreation@saint-marys.ca](mailto:recreation@saint-marys.ca) or Mail: PO Box 296, 8296 Highway #7 Sherbrooke NS B0J 3C0, or in person during regular office hours.