



## **Employment Opportunity:**

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

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

**Classification:** Part/time, Seasonal

**Hourly Wage:** \$14.35

### **Position Summary:**

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

### **Duties of Position:**

- 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
- Ensure the safety and well-being of all participants
- Prepare 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 operator

### **Education and Qualifications:**

- Candidates with a combination of experience and education will be considered

### **Requirements:**

- Applicants must pass a Criminal Record check
- Applicants must pass a Vulnerable Sectors check
- Applicants must pass a National Child Abuse Registry check
- Proof of valid Standard First Aid and CPR training (will be provided in needed)
- Highfive (Principals of Healthy Childhood Development) certification (will be provided in needed)

### **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

**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 \$14.35.

**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.