



## **Employment Opportunity:**

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

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

**Classification:** Part/time, Seasonal (academic year)

**Hourly Wage:** \$17.37 per hour plus vacation pay

### **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 daily.
- Adhere to policies and procedures as outlined in program manual.
- Other duties as assigned by program supervisor

### **Education and Qualifications:**

- Candidates with a combination of experience and education will be considered.
- Experience working with children in a recreation setting considered an asset

### **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 a minimum of 7 hours a week, but no more than 25 hours/week, Monday-Friday from October 2023 to June 2024. Shifts generally run from 2:30 to 6:00pm.

**Applications:**

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