



Employment Opportunity

Position Title: Before and After Program Leader

Reports to: Community Development and Recreation Director

Classification: Part/time, Seasonal

Hourly Wage: \$16.00 – \$20.00

Position Summary:

Working under the direction of the Before and After Program Supervisor, 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
- 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:

- Be aged 16 and older
- Applicants must pass a Criminal Record check
- Applicants must pass a Vulnerable Sectors check
- Applicants must pass a National Child Abuse Registry check
- Standard First Aid and CPR training

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 between the hours of 2:30-6:00 p.m.

Applications:

Applications including resume, cover letter and three references will be accepted until August 20, 2025, or until position is filled. Submit application to Mallory Fraser, Director of Community Development & Recreation by email to Mallory.Fraser@saint-marys.ca or mail to 8296 Highway #7 Sherbrooke NS B0J 3C0, or in person during regular office hours.