

Village of New Minas
Job Description



Job Title: After School Program Leader

Work Location: Louis Millet Community Centre/New Minas Elementary

Division/Department: Recreation

Reports to: Director of Recreation & Community Development

Part Time: September-June

Hours: 15-20 hrs/week

Start Date: September 5, 2024

Wage: \$16.50/hr

Essential Duties and Responsibilities:

Village of New Minas is seeking energetic, reliable leaders to help plan and facilitate After School Programming at the Louis Millet Community Centre and/or New Minas Elementary. Reporting to the Director of Recreation & Community Development, After School leaders are responsible for creating a fun and inclusive environment for all participants.

Responsibilities:

- Planning and facilitating an after-school program that aligns with the Village of New Minas Recreation Dept values.
- Monitor, support, and provide direction to 3-4 leaders within section
- Fostering positive relationships with children ages 4 years – 12 years
- Responsible for the care, supervision, and safety of all participants
- Communicating and strengthening relationships with parents and guardians
- Actively engaging in programs with children to promote participation
- Ensuring spaces are clean and tidy during programming and at end of day
- Submitting incident reports to supervisor
- Maintaining confidentiality
- Communicate needs to supervisor as appropriate
- Maintain positive relationships with teammates
- Attending staff development training and meetings as needed

Skills & Qualifications:

- Experience working with children ages 4 years – 12 years
- Ability to adapt and think quickly in stressful situations
- Experience planning and implementing programs
- Excellent communication and conflict resolution skills
- Academic experience/interest in Recreation preferred

Additional Requirements:

- Available for program hours (2:30pm to 5:30pm - Mon – Fri)

- Clear Vulnerable Sector Search
- Child Abuse Registry Check

Print Employee Name:

Employee signature:

Date:

Date Job Description Reviewed: **July 29, 2024**