

**Village of New Minas**  
Job Description



**Job Title:** After School Program Leader

**Work Location:** New Minas Elementary School

**Division/Department:** Recreation

**Reports to:** Director of Recreation & Community Development

**Part Time:** 10-month Term

**Hours:** 16hrs/week

**Start Date:** August 18, 2022 to June 30, 2023

\$15.00-\$17.00/hr

**Essential Duties and Responsibilities:**

Overview

Village of New Minas is seeking energetic, reliable leaders to manage the New Minas Elementary School After School Program. Reporting to the Director of Recreation & Community Development, the After School Program Leader is responsible for creating a safe, fun and inclusive environment for all participants.

**Responsibilities:**

- Fostering positive relationships with children ages 3.8 years – 12 years
- Responsible for the care, nurturing, supervision and safety of all participants
- Communicating and strengthening relationships with parents and guardians
- Planning and facilitating programs aligned with the Nova Scotia Before & After Program values and that facilitate growth and development in:
  - Movement & Physical Activity
  - Physical Literacy
  - Outdoor Play
  - Inclusion & Cultural Development
- 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 and/or BAP Facilitator as appropriate
- Maintain positive relationships with teammates, families and other stakeholders
- Attending monthly staff development meetings

**Skills & Qualifications:**

- Experience working with children ages 3.8 years – 12 years
- Ability to adapt and think quickly in stressful situations
- Experience planning and implementing programs with youth

- Excellent communication and conflict resolution skills
- Academic experience in Early Childhood Educator or Recreation preferred (or equivalent)

**Additional Requirements:**

- Available for program hours (1 & 2pm to 5pm - Mon – Fri) and meetings as needed
- Clear Vulnerable Sector Search
- Child Abuse Registry Check

**Benefits:**

- Professional development and leadership training
- Provincial network of peers and training resources for personal growth
- NS-BAP Training within first three months of employment

**Why Work with Village of New Minas**

The provider's site at New Minas Elementary School falls under the launch of NS-BAP, a provincial initiative with the goal of providing accessible, affordable, convenient quality before and after school programs for families in Nova Scotia. NS-BAP offers additional training, support and resources to develop skills and networks in the sectors of Education and Early Childhood Development and Recreation throughout the province. Join our team as we strive to build something great!

**Print Employee Name:**

**Employee signature:**

**Date:**

**Date Job Description Reviewed:** June 2022