

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
Recreation Coordinator

Part Time: 10-month Term

Hours: 3-16hrs/week

Start Date: April 1, 2023 to June 30, 2024

\$16.00/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 (2:30pm to 5:30pm - 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

Print Employee Name:

Employee signature:

Date:

Date Job Description Reviewed: February 2024