

## Village of New Minas

### Job Description

# New Minas



**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: \$16.00/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**