



After School Program Leader

Availability: Immediate

Closing Date: When position is filled

REPORTS TO: Director of Recreation and Community Development

We are currently looking for someone to take on the role immediately and be part of our team until the end of the school year at the end of June on a casual, part time basis.

FUNCTION: To be directly responsible for the supervision of the program participants and the safe and fun implementation of program activities.

SUMMARY OF QUALIFICATIONS:

- Understanding and practice of teamwork.
- Portrays innovative and creative planning skills.
- Demonstrates strong organizational and communication skills.
- Experience working in camp or recreation setting.
- First aid certification.

SPECIFIC DUTIES:

1. Assist the program coordinator in the program activity planning and implementation.
2. Work as a team to ensure the safety and inclusion of all program participants.
3. Communicate necessary information with parents/guardians, the program coordinator and the recreation director.
4. Maintain a safe and clean camp atmosphere as well as ensure the proper maintenance and storage of camp supplies/equipment.
5. Practice appropriate discipline procedures with program participants.
6. Perform other duties as deemed necessary by the program coordinator or recreation director.

Hours of Work: Seasonal, part time, 2:30 – 5:30 pm, Monday-Friday, dependant on staffing requirements. September to June.

Rate of Pay: \$15 per hour.

To apply, please email your resume and cover letter to: johna@newminas.com and include in the subject line: "After School Staff".

Please note that only those who qualify for an interview will be contacted. First Aid, Criminal Background Checks, Vulnerable Sector Checks mandatory. First Aid training provided during pre-camp if necessary.

The Village of New Minas values diversity and inclusiveness and encourages applications from all qualified candidates, including Aboriginal/Indigenous persons,

racially visible persons, persons with disabilities, and women. Any job applicant requiring accommodation in order to ensure equal access to employment, remuneration, promotion, and training is encouraged to make their accommodation needs known, to the extent that they are able.