

AFTER-SCHOOL AND SUMMER PROGRAMS COORDINATOR I

Employment Commitment:

- May – August (Full time for 14 weeks @ 32 hours/week)
- September – May (Part time throughout school year @ 5-6 hours/week)
- Dates are approximate and subject to change
- Possibility of an extension on an annual basis

Reports to: Recreation Programmer and/or Physical Activity Coordinator

Basic Requirements:

- Must be at least sixteen (16) years old and have access to daily transportation
- Outdoor Recreation education/experience, Leadership experience, experience working with youth
- Must be able to supply clean Child Abuse Registry, Vulnerable Sector, and Criminal Record Checks
- All employees are expected to be present at work for all scheduled shifts/days as outlined in their job description
- Full participation in all required training, teambuilding events, staff meetings, special events, etc.
- To satisfy funding requirements, additional criteria may need to be met for some positions



Certification Requirements:

- Standard First Aid and CPR Level C or Equivalent
- HIGH FIVE Principles of Healthy Child Development
- WHMIS (Workplace Hazardous Materials Information Systems)

Prior completion of these certifications is an asset, but opportunities to achieve any missing certifications will be organized by the County for all successful applicants, completion mandatory to gain employment.

Position Summary

<i>Core Competency</i>	<i>Position-Specific Task Descriptions</i>
Leadership	<ul style="list-style-type: none"> ♦ Assist in developing, implementing and evaluating after-school and year-round Outdoor Recreation programs in consultation with Physical Activity Coordinator ♦ Develop, implement, and evaluate countywide summer programs, in consultation with the Recreation Programmer. Programs to include but not limited to day camps, a preschool program, and outdoor recreation programs ♦ Supervision of program personnel and to ensure that a successful and professional program is being implemented. To assist in conducting regular and special team meeting(s) to support the program. ♦ To evaluate the program and submit a final report, as well as regular documentation and reports as required for the program success. To provide staff with all information through regular communication that will support the program, students and staff. ♦ To adhere to policies outlined in the staff manual. Various other duties as assigned by the Recreation Programmer, Physical Activity Coordinator and/or Director. ♦ Various other duties as assigned by the Recreation Director or designate.
Safety & Risk Management	<ul style="list-style-type: none"> ♦ To ensure that program areas are kept safe and free from hazards. ♦ Ensuring safety and risk management processes and policies are followed and applied. ♦ Supervise program participants during the course of the program ♦ Assist in the planning and implementation of Canada Day Celebrations, and assist with other special events as required. Attend all scheduled and assigned events and complete. ♦ Coordinate Inclusion Support – scheduling of inclusion leaders, communications with parents/guardians, collecting necessary information. ♦
Program Management	<ul style="list-style-type: none"> ♦ Successful and professional planning, implementation, & oversight of programs ♦ Adhere to all policies/procedures for implementation & complete any program related tasks as requested by Program Coordinators, Rec Programmer, PAC ♦ Organizing materials, cleaning up after activities, general logistics
Judgement	<ul style="list-style-type: none"> ♦ Show the capacity to assess situations and act appropriately ♦ Make sound decisions based on the best interests of all parties involved
Teambuilding	<ul style="list-style-type: none"> ♦ Full and active participation in all program activities, training sessions, and, staff meetings as required
Communications & Customer Service	<ul style="list-style-type: none"> ♦ Responsible for daily duties, such as greeting participants, leading activities, ensuring the safety and enjoyment of participants ♦ Completion of daily reports as required
Problem Solving	<ul style="list-style-type: none"> ♦ Determining and quickly implementing appropriate participant support and/or behaviour modification strategies as required ♦ Effectively manage & resolve day-to-day issues as they arise