

Employer: Town of Pictou
Title: After-School Program Leader
Reports To: Municipal Physical Activity Leader (MPAL)
Nature of Position: Seasonal

We require regular part-time After-School Program Leaders to work 9 hours per week (minimum) providing quality after-school activity programs in various schools and facilities within Pictou County.

Responsibilities:

- Provide leadership, guidance, supervision, safety and enjoyment with respect to participants, volunteers and co-workers
- Serve as a positive role model
- Work cooperatively with program coordinator to implement a schedule of daily activities that are of interest to them
- Assist with daily set up, participant registration (ensure permission slips are signed and returned for all activities), provision of a healthy snack and clean up
- Support families with respect to all inquiries, information exchange, questions and concerns
- Work as a team with school staff, recreation department personnel and volunteers, typically with minimal supervision
- Perform administrative tasks: daily reports; safety checks on facility and equipment; incident and accident reports
- Actively participate in all program, school, municipal and family meetings as requested
- At the completion of the program prepare and submit a full report on program activities, providing detail on program sessions, what went well and suggestions for positive improvement and change
- Other duties, as assigned by the After-School Program Coordinator.

Qualifications:

All After School Employees will be trained in the following areas: First Aid/CPR and Hive Five the Principles of Healthy Child Development (PHCD). All Program Leader positions are conditional upon candidates providing current Criminal Reference and Child Abuse Registry checks.

- Experience working with children and youth in recreation and/or school settings
- Some experience planning, implementing and supervising children/youth in groups in an asset
- Self-motivated and able to work with minimal supervision in a team environment
- Post-Secondary education or interest in pursuing education/career in Recreation, Physical Education, Kinesiology, Child Development or Education is an asset

Rate of Pay:

\$16.50 per hour

Interested candidates can forward application to:
Leighton Hayden, Municipal Physical Activity Leader
40 Water Street, Pictou NS B0K 1X0
E-mail: leighton.hayden@townofpictou.ca

