



HELP WANTED

Before and After School Care Program Instructor – Formosa Location

The Municipality of South Bruce is seeking a Before and After School Care Program Instructor for Formosa **with the flexibility to work at the Formosa or Teeswater location**. This position is responsible for planning and organizing all daily activities of the before and after-school program. In addition, is responsible for planning (includes rosters, activities, etc.).

Hours of work: Monday – Friday 3:00pm-6:15pm with potential of mornings 6:00am-9:00am, approx. 15-30 hours a week.

Anticipated start date: December 11th, 2023 for program development with program schedule January 2024 – June 2024.

Education & Recommended Qualifications:

- Secondary School Diploma with demonstrated experience and proficiency in the operation of equipment.
- Must possess a valid First Aid – CPR Certification
- Must provide a Vulnerable Sector Police Check
- Must have two years of previous experience working with elementary school aged children.
- Must possess High Five Certification or be willing to receive the training.

Interested candidates are invited to apply by submitting their resume with covering letter **by 12:00 noon on, Friday October 20th, 2023** to:

Rhonda Niesen, HR Assistant
Municipality of South Bruce
21 Gordon St E
PO Box 540
Teeswater, Ontario N0G 2S0

Resumes with covering letter may also be forwarded to rniesen@southbruce.ca in either Word or Adobe format.



POSITION DESCRIPTION

POSITION TITLE: **Before and After School Instructor**

DEPARTMENT: Recreation & Facilities

SALARY GROUP:
SEASONAL

GENERAL SUPERVISOR: Recreation & Facilities Manager

POSITIONS SUPERVISED: n/a

POSITION SUMMARY:

Under the direction of the Recreation and Facilities Manager, the After-School Program Instructor is responsible for the supervision and coordination of the program.

The Program Instructor is directly responsible for planning and organizing all daily activities of the before and after-school program. In addition, is responsible for planning (includes rosters, activities, etc.), implementing and delivery of days off of school programs.

PRINCIPAL RESPONSIBILITIES:

1. Provide participants with the appropriate leadership during the program.
2. Develop and plan activities that incorporate program goals into the daily routine.
3. Provide a warm and caring atmosphere for participants.
4. Maintain open communication between Kids' Place staff and school personnel.
5. Prepare activities that are developmentally appropriate for the age of the children.
6. Communicate with the parents through daily drop-off and pick-up.
7. Maintain a safe environment for participants.
8. Submit all written correspondence to the Recreation Supervisor for approval prior to distribution.
9. Sanitization of the supplies/toys.
10. Maintain records of attendance and sign-in/out sheets and turn them in to the Recreation and Facilities Manager every two weeks.
11. Attend staff meetings.
12. Report any problems which arise with participants, or the school to the Recreation and Facilities Manager
13. Responsible for all activity and room preparations for the program.
14. Keep the room neat and orderly.
15. Keep storage area orderly and well inventoried.
16. Request supplies for the program from the Recreation & Facilities Manager
17. Assist with acquiring purchase orders and obtaining program supplies.
18. Follow and accept all Municipal policies and policies and procedures.
19. Assist with mid and end of the year evaluations.
20. Assist with program purchases
21. Other duties as assigned by your supervisor

EDUCATION: Minimum Secondary School Graduation Diploma together with demonstrated experience in healthy child development.

QUALIFICATIONS (RECOMMENDED):

1. Must be 18 years of age or older
2. Must possess or be willing to take High- Five
3. Must provide a Vulnerable Sector Police Check
4. Must possess a high school diploma or equivalent.
5. Must be at least 18 years of age.
6. Must have two years of previous experience working with elementary school aged children.
7. Possess basic knowledge and understanding of school aged children.
8. Be a self-starter and perform job with little supervision.
9. Possess the ability to communicate verbally and in writing.
10. Possess the ability to follow written and oral directions.
11. Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
12. Must be honest, in good health, accurate, have a neat appearance, and a courteous manner.
13. Must be in good physical condition.
14. Good interpersonal skills
15. Able to work alone or with minimal supervision; personal qualities of reliability and co-operation
16. Working knowledge of refrigeration, mechanical and electrical equipment
17. Knowledge of health and safety practices, including WHMIS and current standard first aid and CPR certificate.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Work in all types of weather, times, and environmental conditions
- Split Shift work
- Personal Protective Equipment (PPE) must be worn at all times.

CONDITIONS OF EMPLOYMENT: This position requires you to be able to handle stress, you will be dealing with children and the public. Hours of work daily Monday-Friday are from 3pm-6:15pm and mornings as required 6am-9am, from January to June will be approximately 15-30 hours per week based on registrations. You may have to respond to emergency situations. As an employee, you must submit to a police background check at your own expense. You are required to attend all training sessions as required by the Municipality. You are required to wear all required personal protective equipment (PPE) as required for this position.