



EMPLOYMENT
OPPORTUNITY

Before and After Care Program Supervisor

Commitment: **Reports to:** **Community Development & Recreation Director**
Approximately 15-25 hours a week (based on school days) 2020/21 academic year

Position Summary:

Working under the direction of the Community Development & Recreation Director, the Before and After Care Program Supervisor will implement and manage the Before and After Care Program at St. Mary's Education Centre Academy according to the delivery standards.

Core Competency	Position-Specific Task Description
Leadership	<ul style="list-style-type: none"> • Provide supervision to BAP staff and participants • Arrive to work on time for all shifts and prepared to be an engaged leader • Strive to be a strong community role model, especially for children/youth • Treat all participants/customers/public with respect & consideration • Realize the importance of your work & take your responsibility seriously
Safety and Risk Management	<ul style="list-style-type: none"> • Ensure all safety policies/procedures are followed/applied by you and others • Ensure the physical environment is safe & free from hazards • Supervise program carefully, ensuring safe participation & respect for rules
Program Management	<ul style="list-style-type: none"> • Oversee the delivery of Before and After Care programming according to standards provided by the operator including both indoor and outdoor play • Support the development of participants through active play, physical literacy and culturally responsive programming • Prepare nutritional snack daily for program participants • Manage and organize participant registration forms including an online schedule • Maintain a filing system on site with all participant records • Accept payments and maintain financial records • Adhere to all policies/procedures for implementation & complete any program related tasks as requested by supervisors • 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"> • Show commitment to being a supportive and reliable team member • Full & active participation in all program activities, training, staff meetings, etc. • Encourage and support other staff, foster appropriate professional relationships
Communications & Customer Service	<ul style="list-style-type: none"> • Communicate with parents and guardians of participants according to the Before and After Care Program communications plan • Greeting families/participants and seeing everyone off at the end of the day • Daily communication with participants, public, superiors, etc. • Use of age appropriate language and tone of voice, mindful of audience • Ensuring all appropriate forms are completed for participants and the completion of daily (and other) written 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

Education and Qualifications:

- Candidates with a degree or diploma in Early Childhood Education or related field are desired
- Candidates with a combination of experience and education will be considered

Requirements:

- The successful applicant will be required to attend a Before and After Care professional development program within 8 months of hire.
- Successful applicants will be required to complete satisfactory Criminal Record Checks including a Vulnerable Sector Check and Child Abuse Register Search
- Standard First Aid and CPR Level C or Equivalent
- HIGH FIVE Principles of Healthy Child Development considered an asset