



**JOB POSTING: After School Program Lead Program Worker
For children aged 6-10 years**

Reports to: Child and Youth Program Manager

Hours: 4-6:00 pm, Monday-Thursday with 2 hours program planning time & occasional weekends

Rate of Pay: \$19 per hour

Term: Temporary, part-time from September 10, 2018- June 20, 2019 (38 weeks)

Position Summary: The After School Program-Lead Program Worker, in collaboration with the Program Assistants, plans and delivers after school programming for children aged 6-12 years old (with a focus on fostering positive study habits, assisting with tutoring/homework completion and implementing social recreation, leadership and other activities), in a low-income housing community; the Lead Program Worker uses a non-judgmental, strengths-based approach to promote positive behaviour.

Main Responsibilities

- Responsible for overall planning and delivery of the program in collaboration with Program Assistants and with participant feedback; helps participants develop positive study habits (eg. checking agendas, looking at project due dates), assists with internet research as needed
- Identifies needs and interests of participants and ensure participants have input into program planning and provides a weekly schedule of activities to the Program Manager
- Assists with the development and implementation/facilitation of the program that develops self-confidence, social and life skills of participants while maintaining a professional attitude and appropriate professional boundaries
- Helps foster positive attitudes towards school and learning
- Creates a supportive environment for participants to address barriers they may be experiencing
- Provides information about access to community resources for participants
- Supports the Executive Director, Child and Youth Program Manager, other After School Program staff, volunteers, and clients
- Helps track participants' homework completion, helps prepare/distribute healthy snacks and ensures participants sign in and out each day
- Adheres to the Caldwell Family Centre's Mission, Values, Policies and Procedures (including Behaviour Guidance, Reporting of Child Abuse, Incident Reporting and Outdoor Play Policies)
- Submits petty cash receipts on a monthly basis; submits daily attendance and activity sheets (including referrals) to the Child and Youth Program Manager on a daily basis
- Ensures participants participate in pre and post program surveys each October and May)
- Ensures participants are supervised at all times; ensures safety and cleanliness of program areas and reports any safety concerns immediately to either the Program Manager or Executive Director

- Contributes to interim as well as final reports (providing participant success stories, administering surveys, providing photos of special events/activities) to the Program Manager on an on-going basis
- Other duties as assigned

Qualifications

- Ability to work flexible hours is mandatory; position involves regular evening and occasional weekend work
- Post secondary education in health or social services, child and youth worker program, ECE, Recreation or equivalent combination of education and a minimum of 1 year relevant experience
- Training and experience in-group facilitation and leadership development
- Experience working with high-risk and special needs children, and knowledge of related community resources
- Excellent communication skills
- Fluency in English and French is essential, other languages are desirable
- Proficiency in the use of computers and various software applications
- Valid First Aid and CPR (level C) required

*Please apply by email with a cover letter and resume, indicating how you meet the above requirements to: programs@caldwellcentre.ca.

DEADLINE TO APPLY IS FRIDAY JULY 27, 2018 at 4:00pm. NO PHONE CALLS PLEASE.