

**JOB DESCRIPTION**  
**MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH**

- Title:** Early Childhood Before and After School  
Program Supervisor / Leader
- Status:** Casual Part- Time Position
- Hours:** Program Supervisor will be required to work 5 mornings a week from 7:30 am – 9:30 am and after school Monday – Friday 2:00 pm – 4:30 pm.
- Program Leader will be required to work 5 mornings a week from 7:30 am – 9:30 am and Tuesdays and Thursdays from 2:00 pm – 5:00 pm.
- Reports To:** Recreation Director / Recreation Programmer / Physical Activity Coordinator
- Working with:** Chedabucto Education Centre Pre-Primary Staff

**General Responsibility:**

The role of the Early Childhood Before and After School Program Supervisor / Leader is to ensure a supportive and secure environment is in place for children attending the Pre-Primary Before and After School Programs.

The Early Childhood Before and After School Program Leader will receive daily direction from the Early Childhood Before and After School Program Supervisor and both the Supervisor and Leader will receive support from the Recreation Department Staff to create and maintain an engaging learning environment, one in which children are encouraged to explore and obtain new knowledge through their experiences and social interactions with others.

The Before and After School Program shall focus on recreation programming to promote movement, outdoor play and physical activity. This program is open to children enrolled in the Pre Primary Program at Chedabucto Education Centre and their siblings up to Grade 4. There are 24 spots available in this program, if all 24 are not taken by the Pre Primary Student and their siblings registration will open up to other student up to and enrolled in grade 4.

### **Specific Responsibilities:**

The responsibilities of the Early Childhood Before/After School Program Staff include, but are not limited to:

- Creating an active and dynamic learning environment that supports and includes all children;
- Working with the Recreation Department and Pre Primary Staff to clarify roles and responsibilities, establish routines and procedures that will set the stage for a positive learning and active environment;
- Delivering developmentally appropriate and engaging programming that is responsive to the interests and cultural needs of the children and community,
- Will provide children with a total of 90 minutes of movement time with emphasis on energetic play. This will include 60 minutes of outside play during all seasons.
- Facilitate family, caregiver and community involvement in program;
- Be welcoming and have open communication with families and caregivers regarding their children's experiences and the program offered;
- Knowledge of the food and nutrition guidelines and responsible for providing nutritious snacks
- Other duties as assigned.

### **Qualifications:**

Standard First Aid and CPR, Criminal Record Check and a Child Abuse Registry Check, hold a certificate in High Five (Principles of Child Development) plus one year experience working with children. Other combinations of education and experience may be considered.

**Salary Range:** To Be Determined based on education/experience