



School Program Assistant

Job Description

Department:	Recreation
Report to Title:	Program Coordinator and the Manager of Recreation
Location:	Drayton Heights Public School <i>and/or</i> Maryborough Public School
Weekly Hours:	25 hours, per week minimum
Pay Method:	Hourly
Position Status:	Contract/Part-Time

JOB SUMMARY:

The School Program Assistant will work under the guidance and direction of the School Program Coordinator and the Manager of Recreation. The School Program Assistant will ensure the safety of registrants, facilitate a positive atmosphere, and provide an interactive and engaging Program in a professional manner.

RESPONSIBILITIES:

- Always ensure the safety of children
- Execute daily program plans for each day
- Complete daily and weekly forms and required paperwork
- Maintain good communication with parents and program registrants
- Practice and understand all safety and rescue procedures
- Respond to emergency situations as required
- Ensure required supplies are on site
- Participate in a variety of small and large group activities each week which may include, crafts, nature walks, songs, games, opening and closing duties, etc.
- Ensure the Mapleton Township Policies, Procedures and Operating Guidelines are always adhered to.
- Maintain a clean and neat program site (indoors and outdoors)
- Perform daily clean-up and sanitizing duties as required
- Wear proper Mapleton Township identification while on duty

Date Prepared: July 2022

- Be a positive representative of the Township of Mapleton
- Work and act in a way that will not cause personal injury or harm to anyone else
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Must be a minimum of 18 years of age
- Previous experience working with children in a supervised group setting
- Current Emergency First Aid, and CPR B or C preferred
- HIGH FIVE certification with training in Principals of Healthy Child Development is an asset
- Camps on TRACKS training is an asset
- Excellent oral and written communication skills
- Ability to work independently or as part of a team
- The ability to react calmly and effectively in emergency situations
- Ability to prepare routine administrative paperwork
- Enjoys working with children and youth
- Valid and clean Class G Driver's License
- Must possess a current clear vulnerable sector check

WORKING CONDITIONS

Physical demands: Frequently required to walk, stand, sit, and talk or hear.

Mental demands: Must be comfortable working with the public while maintaining a pleasant, professional, and positive demeanour. The employee may be exposed to stressful situations as a result of human behaviour and emergency situations.

Working Conditions: While performing the duties of this job, the employee occasionally works both indoors and outdoors, with the noise level in the work environment being moderately loud.