



School Program Coordinator

Job Description

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

JOB SUMMARY:

The School Program Coordinator is responsible for planning, leading, and implementing core programs and experiences for children. They will be responsible for the general safety and development, growth, and skill achievement of the participants and will provide high quality indoor/outdoor educational and recreational experiences. The Program Coordinator will work under the guidance of the Manager of Recreation in administering the School Program. The Program Coordinator will provide direction to staff and will perform ongoing evaluations of the program. It is the responsibility of the School Program Coordinator to ensure that policies and procedures are always adhered to and confirm that health and safety standards are followed. The Program Coordinator will interact with parents, community groups and agencies. The School Program Coordinator will enforce all site rules and regulations.

RESPONSIBILITIES:

- Ensure the safety of children, staff, and volunteers always
- Know, enforce, and follow all safety guidelines associated with the program areas. This includes but is not limited to being responsible for children's safety and their whereabouts at all times
- Supervise and provide guidance to Staff, and Volunteers
- Maintain good communication with families and respond to questions and concerns to ensure satisfaction
- Schedule Staff based on registration

- Collaborate with program staff to create weekly communication, newsletters for parents and caregivers when necessary
- Complete and submit all forms to the appropriate authority (timesheets, daily attendance, accident/injury reports, behaviour reports, etc.)
- Coordinate and implement a weekly schedule and assist in the creation instructional programming for the School Program.
- Ensure that the daily activities implemented
- Organize and lead a variety of small and group activities each week which may include crafts, nature walks, songs, games, etc., when required
- Know and understand emergency procedures associated with the program
- Responsible for daily operation and planning of the School Program
- Maintain good communication with parents of registrants and respond to parent questions and concerns to ensure satisfaction
- Enforce the School Program Policies and Procedures
- Ensure programs have appropriate supplies
- Maintain a clean and neat program site (indoors and outdoors)
- Ensure work sites are maintained in a clean and safe manner
- Perform daily clean-up and sanitizing duties as required
- Wear proper Mapleton Township uniforms or identifiable name tag while on duty
- Ensure staff wear proper Mapleton Township uniforms while on duty
- 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
- Ensure staff work and act in a way that will not cause personal injury or harm to anyone else
- Complete Health and Safety training as required by Township Policy
- Plan and implement staff training sessions

MINIMUM QUALIFICATIONS:

- Must possess one or more of the following qualifications related to the position:
 - Graduate of, a diploma program in Recreation, Early Childhood Education, Ontario College of Teachers, Child and Youth Services or a related field
 - A minimum of two-years previous experience working with children in a supervised group setting and/or recreational program
 - Supervisory and administrative experience
- Current Emergency First Aid certified, and CPR-C
- HIGH FIVE certification with training in Principals of Healthy Child Development and QUEST 1 is an asset
- Camps on TRACKS training is an asset

- Excellent oral and written communication skills
- Ability to prepare routine administrative paperwork
- Excellent people skills and a friendly, responsible, service-oriented attitude
- Excellent leadership and staff motivational skills
- Ability to work prioritize and work under pressure
- Ability to work independently or as part of a team
- The ability to react calmly and effectively in emergency situations
- Enjoys working with children and youth
- Valid and clean Class G Drivers 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.