



## **RECREATION PROGRAM**

### **Before & After School Program Staff, Contract Position**

---

The Township of Mapleton is accepting applications from candidates for the Before & After School Program in our Recreation Department. This program is located at Drayton Heights Public School. Hours will vary between 7:00 am – 9:00 am and 3:00 pm – 6:00 pm, Monday to Friday, based on program needs and candidate's availability.

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

Applicants must be a minimum of 18 years of age. Previous experience working with children in a supervised group setting is an asset. Early Childhood Education or equivalent qualifications will be considered an asset. Students currently enrolled in an Early Childhood Education Program or equivalent will also be consider an asset.

Interested applicants may submit their resume no later than 4:00 p.m. on Monday, March 27, 2023, via email to Heidi Dorscht, Executive Assistant at [hdorscht@mapleton.ca](mailto:hdorscht@mapleton.ca).

Only those selected for an interview will be contacted, we thank you for your interest. Any information collected as part of our recruitment process is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and is used exclusively for candidate selection. The Township of Mapleton is an equal opportunity employer, accommodations for disabilities are available in our recruitment process. Applicants must advise of their required accommodations in advance.



# School Program Staff

---

## Job Description

<b>Department:</b>	Recreation
<b>Report to Title:</b>	Program Coordinator and the Manager of Recreation
<b>Location:</b>	Drayton Heights Public School
<b>Weekly Hours:</b>	Flexible, based on program needs
<b>Pay Method:</b>	Hourly
<b>Position Status:</b>	Contract/Part-Time

## JOB SUMMARY:

---

The School Program Staff will work under the guidance and direction of the School Program Coordinator and the Manager of Recreation. The School Program Staff 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

- 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
- Early Childhood Education Diploma or equivalent is an asset
- Registered in an Early Childhood Education Program or equivalent is an asset
- 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.