

## **JOB DESCRIPTION**

**POSITION:** After-School Program Activity Leader

**MAIN FUNCTION:** Provide leadership and supervision to children in the After-School Program. Implement lesson plans, ensure children participate in all activities, while ensuring the safety and well-being of all participants.

**REPORTS TO:** Program Assistant, Program Coordinator, and Director of Children and Youth Recreation Programs

### **DUTIES:**

1. Provide supervision and leadership to program participants.
2. Provide a safe, structured environment for the participants.
3. Ensure that the participants' needs are met and that they are enjoying the program.
4. Ensure that the Members' Rules of Conduct are carried out in the program
5. Act as a role model for the participants conducting oneself in a respectful, cordial, mature and responsible manner.
6. Adhere to the Principles for Healthy Child Development.
7. Take the time to research and to plan assigned program activities, making activities innovative, motivating and interesting to our Members.
8. Maintain acceptable appearance in uniform and personal hygiene at all times.
9. Work with and provide directions to the volunteers and students.
10. Attend staff meetings, trainings, and planning sessions as required.
11. Responsible for helping to clean the program areas and other maintenance duties as needed.
12. Act as a representative of BGC Durham and help promote the Club by example and being of service to parents, volunteers, and other clients as the need arises.
13. Maintain regular, positive and consistent feedback to parents when they are signing out their child/children.
14. Complete written documentation as required and submit to supervisor in a timely fashion.
15. Follow and practice all health and safety rules in accordance with the Occupational Health and Safety Act and the Public Health Act.
16. Ensure that supplies and equipment are adequate, safe and in good repair.

**WORKING CONDITIONS:**

- Flexible hours are required, dictated by programming needs
- Monday to Friday, hours typically fall between 2pm and 6pm
- Required to work in a variety of settings including outdoors and in the pool

**EMPLOYMENT REQUIREMENTS:**

- Experience in programs for youth 5-18 years of age and knowledge of child development
- Excellent communication skills
- Familiar with the High Five Principles of Healthy Child Development
- Knowledge of fitness and nutrition
- First Aid and C.P.R. certifications
- Punctual, meticulous, and reliable

**APPLICATION INSTRUCTIONS:**

Those interested in applying can submit their resume to [mboone@bgcdurham.com](mailto:mboone@bgcdurham.com) – please indicate which of the following areas you would be able to work in when you apply: Ajax, Bowmanville, Newcastle, Oshawa, Pickering, Whitby.

Please note that shifts start between 2:30pm-3:00pm on weekdays, if you are not able to start at this time a minimum of one day/week, unfortunately we will be unable to hire you for the After-School Program this year.

BGC Durham is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environment. Please advise the agency of any accommodations needed to ensure your access to a fair and equitable process. Any information received for accommodation will be addressed confidentially.