

Jericho Youth Services – Job Description 2023 After School Program Leader

Accountability

- The role of the Program Leader will be to facilitate various activities that promote physical activity, healthy eating and nutrition, positive personal development and wellness; and to engage and support elementary and high school participants and families in our community.

Key Responsibilities

- Working under the supervision of the After School Program Supervisor, the Program Leader will instruct and participate in a variety of physical activities aimed at engaging children in fun and recreation while achieving life-long learning objectives
- Provide healthy snacks to all participants within the program, while accommodating dietary restrictions
- Be a role model and supervisor of all children and volunteers at Jericho's After School Programs
- Ensure a friendly and supportive atmosphere is maintained by developing appropriate strategies to support participants in managing their behaviour.
- Respond to the individual needs of participants and establish stable and consistent relationships with each child and their families/caregivers.
- Liaise sensitively with families/caregivers on matters concerning their child/youth while maintaining confidentiality.
- Ensure that health and safety needs of all participants are met and addressed immediately and appropriately
- Ensure proper sign in/sign out procedures are followed.
- Cleaning and tidying the facility and ensuring the safe storage of equipment.
- Report on a regular basis to the Program Supervisor regarding issues of need and/or concern
- Communicate and represent Jericho's mission, vision and operating principles to employees and stakeholders

Qualifications

- Ability to work well with children/youth
- Experience with leading children/youth activities an asset
- Knowledge of children/youth programs
- Ability to work as a team member in a dynamic, complex environment and organize time and workload effectively
- Ability to communicate effectively both orally and in writing with all levels of staff, the public and parents/guardians
- Demonstrated problem solving ability
- Ability to perform the physical requirements of the job including frequent standing, walking, bending, kneeling, crouching or crawling. Ability to use various sports equipment used in program.
- Current First Aid/CPR certification
- High Five PHCD Certification an asset
- Current Vulnerable Sector Screening

Covid-19 Considerations

- To keep our staff safe, face masks are recommended but not mandatory.
- During the duration of the shift it is required that staff perform routine environmental cleaning and disinfection. Routinely clean and disinfect all frequently touched surfaces in the workplace.
- Self-screening upon entry to program. If you display or answer yes to any COVID-19 related symptoms, you will not be granted entry into program and require negative COVID-19 test results to return back to work.