

Jericho Youth Services – Job Description 2023

After School Program Supervisor

Accountability

The role of the ASP Supervisor is to directly support the implementation of Jericho Youth Services After School Programs (ASP) in coordination with the ASP Coordinator. The ASP Supervisor will perform on-site supervision of program staff and volunteers; 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 aged participants and their families in our community.

Key Responsibilities

- Provide hands on direction and vision for the specific Jericho ASP in collaboration with the ASP Coordinator
- Supervisors are responsible for the day-to-day organization and operation of Jericho's ASPs
- Responsible for the safety, well-being and care of all participants while attending Jericho's ASPs
- Role Model and supervisor of all participants, employees and volunteers at Jericho's ASPs
- Communicate and represent Jericho's mission, vision and operating principles to employees and stakeholders

Administrative Responsibilities

- Ensure the completion of day-to-day administrative tasks are completed including: registration forms, daily logs, record keeping, recording staff hours, etc.
- Send staff hour logs to the Finance/HR Manager on or before the due date (biweekly).
- Bring receipts and other documents to the office once a week and pick up materials for program.
- Plan, coordinate (shop for) and provide healthy snacks to all participants within the program, while accommodating dietary restrictions
- Ensure that health and safety needs of all participants are met and addressed immediately and appropriately
- Carry out daily risk assessments and ensure the supervision of all participants during activities inside or outside of the program space
- Report weekly to the ASP Coordinator regarding issues of need and/or concern
- Arrive 15 minutes prior to scheduled shift start time and 15 minutes after scheduled shift to ensure proper preparation and clean up of facility
- Participate in all required training(s) and staff meetings.
- Supervise the cleaning and tidying of the facility and be responsible for the safe storage of equipment, maintaining that all equipment is in good working order prior to usage

Program Responsibilities

- Work collaboratively with the ASP Coordinator and other Supervisors to develop and facilitate activities that achieve an engaging and meaningful program for all
- Facilitate a variety of physical activities aimed at engaging participants in fun and recreation while achieving life-long learning objectives
- Ensure adequate supervision at all times by maintaining appropriate staff/participant ratios and effective deployment of staff
- 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
- Ensure the safe arrival and departure of each participant
- Liaise sensitively with parents/guardians on matters concerning their child/youth while maintaining confidentiality

- Implement approved Behavioural Management techniques when appropriate with the Inclusion Coordinator.
- Other duties as assigned by the ASP Coordinator.

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.

Qualifications

- Post-Secondary Graduate of Child/Youth related field such as Early Childhood Educator, Sport and Leisure, Child and Youth, Social Worker, or related field
- Supervisory experience an asset
- Program planning and facilitation experience an asset
- Ability to lead a team of young adults
- 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 program participants while maintaining objectivity
- Ability to effectively perform job duties with minimum supervision
- Ability to establish and maintain effective working relationships with participants, staff, volunteers, community agencies and the public
- Demonstrate problem solving abilities
- 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
- Experience working with children/youth
- Car and valid G driver's license