



**Program Assistant
After School Program
Job Posting**

Reporting to: Team Lead, After School Programs
Requirements: 9-12 hours per week, Monday-Thursday / 10 month contract
Location: Varies, site located throughout York Region

The Program Assistant of the 360°kids After School Program will facilitate various activities that promote physical activity, healthy eating and nutrition, positive personal development and wellness; and to engage and support elementary and primary school aged children and families in our community.

Duties and Responsibilities

- Instruct and participate in a variety of physical activities aimed at engaging students in fun, recreational and life-long learning objectives
- Ensure that the health and safety needs of the children attending program are met and all health and safety issues are dealt with immediately and appropriately while promoting safety and respect amongst all participants.
- Apply appropriate strategies to support children in managing their behaviour, thereby maintaining a friendly and supportive atmosphere.
- Respond to the individual needs of children and establish stable and consistent relationships with each child and their families/caregivers.
- Liaise sensitively with parents on matters concerning their children while maintaining confidentiality.
- Provide a healthy snack to all participants within the program guidelines accommodating all dietary restrictions.
- Responsible for the set up and take down of the program materials and equipment including the storage of all equipment, ensuring the facility is left in clean and tidy manner.
- Report on a regular basis to Site Supervisor regarding issues of need and/or concern. In the event of a crisis or critical incident, immediately report to appropriate level.
- Follow appropriate policies and procedures of 360°kids. Ensure that the program operates in line with 360°kids' mission, vision and values and activities comply with applicable standards and laws.
- Complete all mandatory recording and reporting including daily documentation, statistical data collection and completing registration forms. Provide reports and related information to the Site Supervisor and/or Team Leader as required.
- Participate in staff meetings and performance appraisal meetings on a semiannual basis. Attend training workshops and relevant conferences that pertain to the role.
- Liaise with participants, parents, community partners, agencies, donors, coworkers and volunteers. Develop positive relations with the communities being served by the program and with the general public.

Knowledge and Skills Required

- Ability to work well with children and experience with leading children/youth activities
- Knowledge of youth/children programs,
- Experience working in camp and school settings is an asset
- Current First Aid and CPR certification required
- Current vulnerable sector screening (criminal background check) required.
- Ability to work as a team member in a dynamic, complex environment and organize time and workload effectively.
- Effective communication skills, both orally and in writing with all levels of staff, the public and program participants while maintaining objectivity.
- Capability of establishing and maintaining effective working relationships with staff, participants and parents.
- Demonstrated problem solving ability.
- High 5/High 5 Sport, Fundamental Movement Skills training an asset.

Working Conditions

Job duties take place in a school setting, including classrooms, outdoor playground areas and gymnasiums. Regular afternoon shift.

Physical Requirements

Frequent standing, walking, running, bending, kneeling, crouching or crawling. Ability to use various sports equipment used in program.

Direct Reports

Program Assistant

Contract Commitment

- Ten month program serving participants from September 10, 2018 to June 28, 2019
- From 9 to 12 hours a week, Monday – Thursday, on-site program delivery 2:30pm to 6:30pm
- Remuneration \$14.00 per hour
- Recruiting for part time contract as well as relief/on call positions
- Apply to careers@360kids.ca