



**Site Supervisor  
After School Program  
Job Posting**

**Reporting to:** Team Lead, After School Programs  
**Requirements:** 8-16 hours per week, Monday-Thursday / 10 month contract  
**Location:** Varies, site located throughout York Region

The Site Supervisor of the 360°kids After School Program will provide day-to-day organization and operation at the assigned site including on-site supervision of program staff, participants and volunteers. In partnership with program staff the Site Supervisor will facilitate various activities that promote physical activity, healthy eating and nutrition, positive personal development and wellness; and engages and supports elementary and primary school aged children and families in our community.

**Duties and Responsibilities**

- Carry out daily risk assessments and ensure the supervision of children during activities inside or outside the school by maintaining appropriate staff/children ratios and effective deployment of staff.
- Supervise and support all participants, on-site staff and volunteers. Evaluate, coaches and mentors reporting staff on a regular basis.
- Ensure that the health and safety needs of the children are met and all health and safety issues are dealt with immediately and appropriately. Ensure correct procedures are followed for administering first aid.
- Assume responsibilities of all petty cash expenditures according to 360°kids' guidelines including balancing petty cash and documentation of daily operating costs.
- Supervise the set up and take down of the program materials and equipment including storage of equipment, ensuring the facility is left in a clean and tidy manner.
- Work in consultation with Program Coordinator to select and facilitate activities aimed at achieving the desired outcomes of the grant guidelines
- Along with Program Assistant instruct and participate in a variety of physical activities aimed at engaging students in fun, recreational and life-long learning objectives; coordinate and provide a healthy snack to all participants within the program guidelines accommodating all dietary restrictions.
- Apply appropriate strategies to support children in managing their behavior, 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.
- Report on a regular basis to Program Coordinator regarding issues of need and/or concern. In the event of a crisis or critical incident, immediately reports to appropriate level.

- Follows appropriate policies and procedures of 360°kids. Ensures that the program operates in line with 360°kids' mission, vision and values and activities comply with applicable standards and laws.
- Completes all mandatory recording and reporting including daily documentation, statistical data collection and completing registration forms. Provides reports and related information to the Program Coordinator and/or Manager of Programs as required.
- Participates in regular supervision meetings and performance appraisal meetings on a monthly basis.
- Attends training workshops and relevant conferences that pertain to the role.
- Liaison with participants, parents, community partners, agencies, donors, coworkers and volunteers. Develops positive relations with the communities being served by the program and with the general public.

### **Knowledge and Skills Required**

- Post-Secondary Degree/Diploma in Child/youth related field (e.g. Early Childhood Educator, Sport and Leisure, Child and Youth, Social Worker, Psychology, Sociology, Kinesiology)
- Minimum one years' experience with leading children/youth activities program.
- Minimum one year supervisory experience
- Experience working in camp and school settings is an asset
- Current First Aid and CPR certification required and current vulnerable sector screening (criminal background check) required.
- High 5/High 5 Sport, Fundamental Movement Skills training an asset.
- Leadership skills including motivation, delegation, coaching/mentoring, empowerment and demonstrated initiative.
- Effective communication skills, both orally and in writing with all levels of staff, the public and program participants while maintaining objectivity.
- Effective time management and organizational skills is required to complete daily tasks as well as monthly reports
- Capability of establishing and maintaining effective working relationships with clients, staff, community agencies and the public.
- Demonstrated experience with MS Office with the ability to prepare and write and maintain reports/records.
- Ability to effectively perform job duties with minimum supervision.
- Ability to work as a team member in a dynamic, complex environment and organize time and workload effectively with demonstrated problem solving ability.

### **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 8 to 16 hours a week, Monday – Thursday, on-site program delivery 2:30pm to 6:30pm
- Remuneration \$15.00 per hour
- We are recruiting for part time contract as well as relief/on call positions
- Apply to [careers@360kids.ca](mailto:careers@360kids.ca)