



TOWN OF LUNENBURG – RECREATION DEPARTMENT

Job Description: After School Program Coordinator (Temporary, Part-Time)

The After School Program Coordinator is a key member of a team who plans and implements quality after school programs for elementary/junior high students from Bluenose Academy. The programs will have a focus on physical activity and healthy living, and provide a positive environment in which youth can develop lifelong physical activity habits.

Work Term: This position is part-time between January 2019 and May 2019. The after school programs run between 2:30pm and 4:30pm on Mondays and Tuesdays.

Reports To: Recreation Director

Qualifications:

- Recreation programming and leadership experience
- Ability to lead hands-on sessions
- Organized, and able to manage a busy schedule
- Knowledge and/or experience with risk management in recreation programming
- Conflict resolution skills
- Ability to lead each program as planned but with the flexibility to meet participants' needs and other variables such as weather and numbers
- Create an atmosphere of fun and inclusion for all program participants
- Lead by example, acting in a mature and responsible manner
- Maintain a friendly and welcoming attitude at all times
- Access to a vehicle for the duration of employment and valid NS Driver's License
- Valid Emergency First Aid and WHMIS, or be willing to train

Responsibilities:

- Administer all aspects of after school programs - for example:
 - Develop and implement 2 hours/day of after school programming
 - Book facilities if required
 - Book transportation if required
 - Purchase equipment, materials, and snacks within budget
 - Investigate and respond to concerns and complaints of parents, students, and teachers
 - Cooperate with community organizations, guest leaders, and school administration
 - Overall program administration, including evaluation and recommendations
- Collaborate with fellow Coordinator and guest leaders; for example:
 - Coordinate with partner all aspects of each program time (schedule of activities, including setup and cleanup times, materials and supplies, leader of each activity, and evaluation)
 - Provide guidance, leadership, and resources to fellow Coordinator
- Responsible for maintaining a safe program environment



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- Ensure that all facilities are safe and that all program activities are safe and carried out with safety as a priority
- Ensure supplies, first aid kit, equipment and materials needed will be available
- Participate in training activities as required

For more information and/or to submit a resume and cover letter, please contact:

Kelly Cunningham, Recreation Director, Town of Lunenburg

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