



HESPELER VILLAGE NEIGHBOURHOOD ASSOCIATION (HVNA)  
1620 Franklin Blvd. Cambridge, ON N3C 1P2  
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<b>POSITION:</b>	<b>Program Facilitator</b>
<b>RESPONSIBLE TO:</b>	<b>Program Coordinator</b>
<b>FUNCTION:</b>	<b>Assist with the coordination and delivery of Recreation Programs</b>
<b>HOURS:</b>	<b>Part-Time Hours Based on Program Schedule</b>
<b>HOURLY RATE:</b>	<b>\$14-\$14.40/hour</b>
<b>TERM:</b>	<b>Contract from September – June</b>

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#### **PROGRAMMING:**

- Create an environment that is safe, clean and welcoming.
- Provide materials for children that will give them the opportunity to learn, be successful and grow as individuals.
- Prepare quality programs that meets the appropriate development needs of the children and is in accordance with the Centre's policies, procedures and guidelines
- Responsible for support and implementation by season/session, of recreation programs and events for children, teens/youth, adults and seniors
- Daily implementation and evaluation of programs.
- Set-up room/gym for children resulting in an environment that will be welcoming with the various age appropriate toys and activities.
- Provide positive child guidance.
- Complete weekly cleaning and sanitization of program room, supplies and equipment
- Collaborate on daily planning and implementation consisting of a mixture of structured and unstructured activities
- Provide mentorship to supply staff and volunteers and ensure volunteers follow organizational guidelines
- Report all concerns, accidents and incidents to program coordinator
- Attend meetings and training as required
- Accept other duties as required

#### **COMMUNICATION and ADMINISTRATION**

- Provide a high level of front line customer service including greeting and engaging participants
- Maintain positive and professional relationships with peers, participants, parents, caregivers and guardians
- Working with the Program Coordinator, help with attendance and intake of new registrations
- Complete administrative duties in a timely manner (attendance, incident/accident/behaviour reports, opening and closing procedures, in addition to inventory controls)
- Attend staff meetings as required.
- Contributes positively to a team-work perspective both in program, events and trainings

#### **QUALIFICATIONS, EXPERIENCE and SKILLS:**

- **Recreation and Leisure Studies student / Graduate**
- **Standard First Aid and CPR C**
- **High 5 Principles of Healthy Child Development**
- **Police Record Check – vulnerable sector**
- **Good organizational skills, good communication and the ability to build rapport with participants**
- Flexible work hours
- 1-3 years of experience in programming with children and families preferred
- Experience working with a diverse population
- Self-directed team player with the ability to work independently with minimal supervision
- Understanding/demonstrated knowledge of child development
- Professional manner and appearance at all times