



Hespeler Village Neighbourhood Association

Program Facilitator – Job Description

Responsible to: Program Coordinator and Community Engagement Coordinator

Primary Responsibilities: To lead the daily program of active sports, games and activities for children ranging in grades 1-6. To develop a program that teaches participants about healthy eating and living, gain confidence and do better in school, while ensuring a safe and clean program site. You will work cooperatively with other leader(s), volunteers, and Program Coordinators. You are responsible for the program delivery, perform administrative duties, supervise, and provide feedback to Leaders in Training. Providing a safe and enjoyable environment is of the utmost importance, policy, and procedures aid in guiding good problem solving and informed decision-making skills.

Qualifications:

- Experience and interest in working with children
- Past leadership development experience through schools, churches, clubs etc.
- Good communication skills and the ability to work with others
- Excellent organizational and program planning skills, knowledge of songs, games, crafts etc.
- Criminal records check (Upon offer)
- First Aid
- LEAD Certification
- High Five Principles of Healthy Child Development Course

Employment Responsibilities:

1. Attend any specific training related to employment; read and understand all training materials.
2. Follow all policies and procedures as outlined in the manual..

3. Maintain direct communication with the Recreation Coordinator and After School Program Coordinator.
4. In cooperation with the Program Coordinator, plan and implement a high-quality program of varied activities, taking into account the age of the participants and safety factors.
5. Monitor the inventory of equipment and craft materials and make requests for supplies to the Program Coordinator as necessary.
6. Responsible for the safety and supervision of program participants. Ensure daily safety checks are completed.
7. Maintain neat and tidy conditions at the program site, both outdoors and indoors.
8. Maintain clear and concise records, as outlined in the After School Program Reference Manual and adhere to the policies of Hespeler Village Neighbourhood Association
9. Maintain open lines of communication with parents; provide a high level of customer service to the public.
10. Participate in self-evaluation and evaluations by the Program Coordinator during, and at the end of the employment period.
11. Follow the designated dress code.
12. Refrain from smoking while working on site grounds.
13. Maintain confidentiality of information regarding participants, volunteers, site, and staff