

Program Leader - Children

Location: Pemberton & District Community Centre, Pemberton
Casual position; hours include afternoons and school holidays

Summary:

The Program Leaders responsibilities include planning and implementation of the Afterschool Program and children's camps. Ages ranging from 3 – 12 years old.

Responsibilities:

- Lead, supervise, and engage with participants in program activities
- Follow policies and procedures relating to supervision of children
- Maintain a controlled environment and encourage co-operation, problem solving and conflict resolution
- Communicate with guardians regarding children's participation
- Assist with program planning, and ensure the development of safe, fun, and age-appropriate activities
- Perform other related duties as required

Skills and Experience:

- Ability to build rapport with participants, guardians, and co-workers
- Some knowledge of program leadership and instruction of children
- Some knowledge and ability of how to deal with childhood issues such as bullying
- Maturity to work independently, use sound judgement, and make confident decisions relating to program safety, policies, and procedures
- Previous experience working with children with complex needs an asset

Requirements and Certificates:

- Emergency First Aid and CPR Certificate an asset
- Responsible Adult Course an asset
- High Five training an asset

Vulnerable Sector Check:

The scope of this role includes being a point of contact for the public including youth and vulnerable persons. A Vulnerable Sector Check will be required for anyone hired into this position.