

**Jericho Youth Services – Job Description
2019
After School Program Leader**

The role of the Program Leader will facilitate various activities that promote physical activity, healthy eating and nutrition, positive personal development and wellness; and to engage and support elementary and high school participants and families in our community.

Key Responsibilities:

- Working under the supervision of the After School Program Supervisor the Program Leader will instruct and participate in a variety of physical activities aimed at engaging participants in fun, recreational and life-long learning objectives.
- Provide a healthy snack to all participants within the program guidelines accommodating all dietary restrictions.
- Supervise participants attending the program and promote safety and respect amongst all participants.
- Ensure a friendly and supportive atmosphere is maintained by developing appropriate strategies to support participants in managing their behaviour.
- Respond to the individual needs of the participants and establish stable and consistent relationships with each participant and their families/guardians.
- Liaise sensitively with parents/guardians on matters concerning their child/youth while maintaining confidentiality.
- Ensure that the health and safety needs of the participants are met and all health/safety issues are dealt with immediately and appropriately.
- Ensure proper sign in/sign out procedures are followed.
- Cleaning and tidying the facility and ensuring the safe storage of equipment.
- Report on a regular basis to the Program Supervisor regarding issues of need and/or concern
- Communicates the mission, vision and operating principles of the organization to employees and other stakeholders.

Qualifications:

- Ability work well with children/youth
- Experience with leading children/youth activities an asset
- Knowledge of children/youth programs
- Ability to work as a team member in a dynamic, complex environment and organize time and workload effectively
- Ability to communicate effectively both orally and in writing with all levels of staff, the public and parents/guardians
- Demonstrated problem solving ability
- Ability to perform the physical requirements of the job including frequent standing, walking, bending, kneeling, crouching or crawling. Ability to use various sports equipment used in program
- Current First Aid/CPR certification
- High Five PHCD Certification an asset
- Current Vulnerable Sector Screening