

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

The role of the Program Supervisor is to directly support the implementation of Jericho Youth Services After School Program in coordination with the Community Development Coordinator. The Program Supervisor will perform on-site supervision of program staff and volunteers; 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 aged participants and families in our community.

Key Responsibilities:

- Responsible for the day-to-day organization and operation of the Jericho After School Program
- Ensure the provision of a caring, stimulating and inclusive environment for the children and youth attending the program
- Work in consultation with the Community Development Coordinator to select and facilitate activities aimed at achieving the desired outcomes of the grant guidelines
- Facilitate a variety of physical activities aimed at engaging participants in fun, recreational and life-long learning objectives
- Ensure the efficient day-to-day administration of the After School program including registration forms, daily logs, record keeping and recording staff hours
- Plan, coordinate and provide a healthy snack to all participants within the program guidelines accommodating all dietary restrictions
- Supervise and support on-site staff, volunteers and promote their contributions
- Ensure adequate supervision at all times by maintaining appropriate staff/participant ratios and effective deployment of staff
- 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 participants and establish stable and consistent relationships with each participant and their families/caregivers.
- Ensure the safe arrival and departure of each participant
- Liaise sensitively with parents/guardians on matters concerning their child/youth while maintaining confidentiality
- Implement approved Behavioural Management techniques when appropriate
- Ensure that the health and safety needs of the participants are met and all health/safety issues are dealt with immediately and appropriately. Ensure correct procedures are followed for administering first aid.
- Carry out daily risk assessments and ensure the supervision of participants during activities inside or outside of the site
- Supervise the cleaning and tidying of the facility and be responsible for the safe storage of equipment, maintaining that all equipment is in good working order prior to usage
- Report on a regular basis to the Community Development Coordinator regarding issues of need and/or concern
- Communicates the mission, vision and operating principles of the organization to employees and other stakeholders

- Provides direction to the After School program in terms of operations and programs, in accordance with the approved plans. Ensure that appropriate policies and procedures are being adhered to.
- Arrive 15 minutes prior to scheduled shift start time and be prepared to stay 15 minutes after scheduled shift to ensure proper preparation and clean up of facility
- Participate in all required training(s)

Qualifications:

- Post Secondary graduate Child/Youth related field such as Early Childhood Educator, Sport and Leisure, Child and Youth, Social Worker, Psychology, Sociology, Kinesiology or related field.
- Supervisory experience an asset
- Program planning and facilitation experience an asset
- 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 program participants while maintaining objectivity
- Ability to effectively perform job duties with minimum supervision
- Ability to establish and maintain effective working relationships with participants, staff, volunteers, community agencies and the public
- 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
- Experience working with children/youth
- Car and valid driver's license