



Oak Hill School After School Program Assistant Position Announcement

Oak Hill School invites applications for (2) After School Program Assistants.

The role of the Program Assistant will facilitate various activities that promote physical activity, learning, positive personal development and wellness. These activities will engage elementary aged students, (K-5th) in after school activities to support Oak Hill families.

Key Responsibilities:

- Working under the supervision of the After School Program Supervisor the Program Assistant will instruct and participate in a variety of physical and learning activities aimed at engaging students in fun, recreational and life-long learning objectives.
- Provide a healthy snack to all participants within the program guidelines accommodating all dietary restrictions. Supervise children 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 children in managing their behaviour.
- Respond to the individual needs of children and establish stable and consistent relationships with each child and their families/caregivers.
- Liaise sensitively with parents on matters concerning their children while maintaining confidentiality.
- Ensure that the health and safety needs of the children are met and all health and safety issues are dealt with immediately and appropriately.
- Ensure correct procedures are followed for administering first aid.
- Ensure proper sign in/sign out procedures are followed
- Cleaning and tidying of the facility and ensuring the safe storage of equipment.
- Report on a regular basis to Auxiliary Director regarding issues of need and/or concern.
- Communicates the mission, values and operating principles of the organization to employees, and other stakeholders.

Key Qualifications:

- Ability to work well with children
- Experience with leading children/youth activities
- Knowledge of youth/children 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 program participants while maintaining objectivity.
- Ability to establish and maintain effective working relationships with staff, participants and parents. 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 and CPR certification
- Current vulnerable sector screening (criminal background check)
- Contract Commitment 12 month program serving participants from September 1, 2018 to June 28, 2019 Up to 20 hours a week, Monday through Friday on-site program delivery between 3pm to 6pm. Addition hours for no school day, Summer camps, Winter and Spring break camps.

Compensation:

\$12.50 per hour.

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Potential for contract renewal 2019-2020 school year

Ideal Candidate

Our ideal candidate would be someone who is excited about working with youth in an activity oriented program. The position would fit well with students who need part time hours between 3 and 6 pm and is available when school is not in session, or an experienced caregiver who is looking for a permanent part-time position.

Application Process:

Please forward your resume, and a cover letter outlining your qualifications for this position to Cyndy Meno, Auxillary Program Director at cmeno@oakhillschool.net.