

TITLE: After School Program Coordinator  
SECTION: As Appointed  
REPORTS TO: Principal or Delegate

SUMMARY:

Under the general supervision of the Principal or Delegate, works with the school leadership team to plan, organize, implement, promote, run and evaluate social, recreational and educational after school programs.

Works with a diverse group of children from kindergarten to grade 7 to provide a safe, nurturing and creative environment to play, learn and thrive. Creates opportunities for social and emotional development, community-building and homework support through following and facilitating age-appropriate lesson plans and has the ability to adapt the plans as needed to meet the needs of the group. Creates opportunities for students to develop their artistic skills through culture, art and music. Promotes a sense of student connectedness to the school community. In all activities, strives to develop assets in participants.

DUTIES:

1. Liaises with school staff, parents, students, and community partners to implement programs; prepares and manages budget.
2. Works under the supervision of school Principal in assisting with partnerships, reports and grants; writes reports and grant applications.
3. Oversees the program, including: registration, sign in/out procedures; fee collection, preparing deposits for the school; preparing and supervising snacks, attending to the physical safety of students during play activities and administers first aid.
4. Well-developed interpersonal, conflict resolution, oral and written communication skills;
5. Good organization, time and general management skills;
6. Experience facilitating groups with children;
7. Ability to follow and implement behavioural management plans and strategies;
8. Working knowledge of age-appropriate activities and resources;
9. Performs related duties or tasks as assigned by the principal or designate.

## QUALIFICATIONS:

Education - the applicant must be at least 19 years of age and have:

- Grade 12
- Successfully completed one year of a Recreation Leadership certificate or diploma program
- a current Occupational First Aid – Level One Certificate
- a current Food Safe Certificate

Skills - the applicant must have:

- A desire to help children learn and interact appropriately, reinforcing basic social skills
- Appreciation of the confidential nature of all information relating to students, parents and teachers
- completed an 8-hour Crisis Prevention & Intervention course

Experience - the applicant must have:

- a minimum of one year full time experience in planning and leading recreation and education programs for children/youth

Physically Fit - the applicant must be:

- Physically capable of performing the job duties.

Other - the applicant must:

- Be able to adapt established methods and procedures, but exercise independent judgment as required.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

**JOB EVALUATION**

COVERING

**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
(EMPLOYER)

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101**

**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	92 - After School Program Coordinator
LOCATION:	Schools
EFFECTIVE DATE:	June 20, 2018

This is to advise that the rating for the job to which you have been appointed is as follows:

**JOB RATING**

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	4	3	3	3	4	3	2	4	3	3
Points	52	56	39	30	15	24	30	18	24	21	21
Total Points	330										

RATING CLASSIFICATION: LEVEL	13
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