



**Hepburn After School Program Board
c/o Town of Hepburn**

Box 217
Hepburn, SK S0K 1Z0
306-947-2170
info@hepburn.ca

Job Title: ASSISTANT Program Coordinator – After School Program (June 21, 2018)

This is a seasonal position which runs from **August TBA, 2018 to June 30, 2019**. The contract may be extended dependent on evaluation of performance, funding resources, and future programming dates. The successful candidate will work with the PROGRAM COORDINATOR to be responsible for the following key duties:

- Oversee and supervision children (aged Kindergarten to grade 5) in the before and after-school setting.
- Collaborate with staff, community groups, and area resources to select and plan programming for arts, culture, skills, and other programming.
- Assist with the recruitment, training, and supervising of “Junior Leaders” and “Community Volunteers” to implement the programming.

STARTING RATE & HOURS:

- \$15/hour
- 9-15 hours per week
- Set hours of 3.00pm to 6.00pm for 3 days per week; other hours flexible for staff training, program preparation, board meetings, other scheduled meetings, etc.
- Bethany College Campus – Office & Program Space

RESPONSIBILITIES: Work with the Program Coordinator on these key areas -

- Relationship building and communication with key stakeholders
- Planning and implementation of program activities
- Monitoring and supervision of children (grade Kindergarten to grade 5)
- Program administration in conjunction with Town Office
- Recruitment, training and supervision of “Junior Leaders”
- Recruitment, training, and supervision of “Community Volunteers”
- Working with Community Board

REQUIREMENTS:

- Experience working with children and youth
- Valid Class 5 Driver’s license
- Computer literate with access to email
- Cell Phone for emergency contact during program
- Current First Aid/CPR/AED certification or willing to complete before Fall
- Current (not more than 6 months old) Criminal Record Check and Vulnerable Sector Search and Child Welfare Check
- Education or training related to working with children is an asset

SKILLS:

- Understand the basic needs and characteristics of school-age children
- Ability to plan and implement activities appropriate to school-age children
- Team building techniques and strategies
- Creative skill set – ie/ skills and connections related to music, art, dance, writing/literacy

COMPETENCIES:

- Teamwork, especially with Program Coordinator & Junior Leaders
- Communication Skills – verbal and written
- Service orientation
- Initiative
- Self-management
- Commitment to quality After School Program vision and values (refer to documents from Lakeland District).

APPLICATION:

Submit resume by email, mail, or in person, with 3 references by **Monday, July 16:**

Hepburn After School Program

c/o Town of Hepburn

Box 217, Hepburn, SK S0K 1Z0

(306) 947-2170

info@hepburn.ca

Candidates selected for interviews will be contacted and scheduled for a time mid-August. All offers of employment are contingent upon the successful completion of a Criminal Records Check.

PROGRAM CONTACT:

Hepburn After School Program

Bethany College Office A128

Bethany College Classroom B161

hepburnasp@hotmail.com

deidra_k@hotmail.com

Cell – Deidra – 306-716-4451