



Hepburn After School Program

c/o Town of Hepburn
Box 217
Hepburn, SK S0K 1Z0
306-947-2175 ext 112
hepburnasp@hotmail.com

Job Title: **Community Volunteer – After School Program**

Are you interested in joining a dynamic team, working towards building healthy communities? Are you willing to make a positive contribution to the lives of children? Are you looking for part-time volunteer assignment with flexibility and creativity? Then apply to the Hepburn After School Program. This is a seasonal position which runs from **September 4 to June 26, 2019**.

The successful candidates will be responsible for the following key duties:

STARTING RATE & HOURS:

- Volunteer
- 3-6 hrs/week, or #hrs/month, depending on interest and availability; program has set hours of 3.00pm to 6.00pm Mondays through Fridays. Volunteer time may vary based on skill/activity.
- Bethany College Campus

RESPONSIBILITIES:

- Assist with program and supervision of children.
- Assist with program setup and/or cleanup.
- Assist with acquiring and organizing supplies.
- Dependent on skills/expertise.

REQUIREMENTS:

- Experience working with children and youth
- Current First Aid/CPR/AED certification
- Current (not more than 6 months old) Criminal Record Check and Vulnerable Sector Search and Child Welfare Check

SKILLS:

- Understand the basic needs and characteristics of school-age children
- Ability to implement activities appropriate to school-age children
- Team building techniques and strategies

COMPETENCIES:

- Teamwork
- Communication Skills
- Service orientation
- Initiative
- Self-management

- Commitment to quality After School Program vision and values (refer to documents from Lakeland District).

APPLICATION:

All volunteer placements are contingent upon the successful completion of a Criminal Records Check.

Submit resume with references to:

Hepburn After School Program

c/o Town of Hepburn

Box 217, Hepburn, SK S0K 1Z0

(306) 947-2170

info@hepburn.ca

PROGRAM CONTACT:

Hepburn After School Program

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