



# **WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY**

## **JOB DESCRIPTION**

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### **JOB TITLE**

Program Staff (On-Call)

### **REPORTS TO**

Team Coordinator and Director of Program

### **HOURS**

Varies based on needs of Society (will be between 7:00 am – 9:00 am &/or 2:00 pm-6:00 pm and full days as required)

### **SUMMARY OF RESPONSIBILITIES**

The Program Staff plans, develops and implements recreational, social, and/or educational activities for children/youth who attend center programs. S/he strives to create a fun, engaging, inclusive and enjoyable atmosphere to encourage client participation in programs.

### **JOB DUTIES:**

- To plan and implement program activities for groups of children between the ages of 5 and 12 years.
- To assist the personal care needs of children when required
- To share with the Team Coordinator and other staff members the responsibilities for Centre maintenance, ensuring that safety, hygiene, and government regulations are being met.
- To share the preparation of nutritious daily snacks for the children.
- The Program Staff member must be prepared to assist in maintaining an open communication and spirit of cooperation with all WCAS staff and staff of the school.
- The Program Staff must be aware of the Society's Philosophy, and assist in its implementation.
- The Program staff member must be flexible and open to the changes, which can occur in the implementation of any program.
- The Program Staff must maintain professional communication and conduct at all times including but not limited to punctuality, respectful communication between staff, children and parents, carrying out tasks required for the operations of the centers.
- Maintain appropriate records and statistics and ensures all required documentation is accurate and complete (*e.g. incident reports, daily log sheets, attendance forms, etc.*).
- Role model appropriate behaviour and dress appropriately for the specific program needs.
- Attend scheduled staff meetings and training sessions.
- Ensure that the facility is safe and clean during all activities and that supplies etc are put away after programs.
- Cooperate and work with the center staff in carrying out safety/emergency procedures.
- Other related duties as required.

**QUALIFICATIONS AND REQUIREMENTS:**

- Must be 19 years of age and older
- Must have or be willing to obtain First Aid and Food Safe Certificate.
- Must have completed a course, or a combination of course, of at least 20 hours duration in child development, guidance, health and safety or nutrition
- Must be willing to have a Criminal Records Check done
- Must have or obtain a Doctor's letter of suitability and up-to-date immunization record
- Must have good interpersonal skills with both children and adults.
- Proven organization and time management skills (*must be able to be on time for all shifts*).
- Good written and verbal communication skills.
- Ability to work independently and as part of a larger team.

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Employee Name (Please Print)

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Employee Signature

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Date

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Supervisor Signature

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Date