



COUNTY of ANNAPOLIS  
NATURALLY ROOTED

## Municipality of the County of Annapolis

### Recreation Services

#### **Position Job Description:**      **Afterschool Physical Activity Leader**

#### **Position Overview:**

The After School Program Leaders (2) are responsible for creating a safe, fun and inclusive environment for all participants. The position requires individuals who enjoy physical activity, sport and/or recreation. Leaders will plan and deliver of a variety of mainly outdoor and some indoor physical and recreational activities for to elementary and junior high school-aged children (ages 4-14).

The positions are ongoing, casual opportunities for individuals interested in working as After School Physical Activity Program Leaders at the following County of Annapolis locations:

- *Bridgetown Regional Community School*

Programs will be run 3/4 days per week school, from approx. 2:00-5:00pm, times may vary throughout the school year. Leaders are in groups of two and may be assigned more than one school.

#### **Job Responsibilities:**

- Planning and facilitating an after school program that aligns with the Nova Scotia Before & After Program values and that facilitate growth and development in:
  - Movement & Physical Activity
  - Physical Literacy
  - Outdoor Play
  - Inclusion & Cultural Development
- Coordinating and developing the weekly after school schedule of games, theme days, field trips, recreational/physical activities and skill development for children ages 4-14 years old.
- Acting as a role model and mentor for groups and individuals in a positive social environment.
- Ensuring overall safety of the children and other employees.
- Ensuring spaces are clean and tidy during programming and at end of day
- Submitting incident reports to supervisor
- Communicate needs to supervisor as appropriate
- Liaising with parents/guardians, as required and/or directed.
- Participating in ongoing evaluation and assessment of the program.
- Completing written daily reports of activities and participation statistics.

- Attending monthly staff development meetings

### **Essential Criteria and Competencies**

#### **Minimum qualifications include:**

- Standard First Aid & CPR.
- WHMIS 2015.
- Must provide Child Abuse Registry Check or Vulnerable Sector Security Check prior to the start of employment.
- Minimum Grade 10 education.
- Available for program hours (1 & 2pm to 5pm - Mon – Fri) and meetings as needed
- Reliable transportation to school work site(s)
- Academic experience in Early Childhood Educator or Recreation preferred (or equivalent)
- Experience working with, planning and implementing programs children/youth ages 4 years – 14 years
- High energy with a positive outlook with the passion for working with children/youth
- Possess strong interpersonal, organizational, communication and conflict resolution skills
- Enthusiastic individual who believes it is important to be physically active and have fun
- Ability to adapt and think quickly in stressful situations.
- Ability to work primarily in a team environment (of two) and/or independently.
- Volunteer or work experience that involves delivering recreation/physical activities to children/youth is considered an asset
- Outdoor Recreation/Nature programming experience is an asset.

### **Direct Reporting Hierarchy**

- Reports to: Active Living Coordinator