



Employment Opportunity: After School Program Coordinators

The Town of Antigonish is seeking 3 Program Coordinators to facilitate the 'Open Gym Friday' after school program for grade 5-8 students at St. Andrew Junior School. Program Leaders must be organized, dependable, energetic, and positive individuals who are interested in working to help youth in Antigonish to be more physically active.

Program Coordinators will report to the Town of Antigonish Active Living Coordinator. Program location will be St. Andrew Junior School, 2 Appleseed Drive, Antigonish. Program Coordinators will facilitate program delivery as outlined in the position summary below.

Employment dates: Friday October 20th (off for 27th), November 3rd, 10th, 17th, 24th, December 1st, 8th, 15th (program will continue on Fridays in the new year with option for leaders to continue employment)

Time: 3 hours/session (2:15-5:15 PM) **Wage:** \$10.85/hour

Position Summary:

- Create an engaging and safe space for participants through positive interactions (greeting, chatting with students, monitoring their engagement in the program).
- Monitor program operations and ensure program quality
- Care for equipment used in the program and report any damages or loss of equipment to supervisor
- Assist with students' engagement in physical activity through preparation of games and playing games
- Perform administrative tasks as required (record-keeping of incidents, parent/guardian communication etc.)
- Enforce health and safety procedures of the program
- Plan and purchase healthy snacks for the program (additional hour of pay for one coordinator each week).
- Various other duties as assigned by supervisor

Position Requirements:

- Minimum age is 16 years
- Must hold current CPR and First Aid Certificates
- Must be willing to supply a recent Criminal Record and Vulnerable Sector Check
- Must have transportation to worksite (St. Andrew Junior School)
- Must possess strong interpersonal, organizational, and communication skills
- Must be high-energy, dependable, flexible, eager to take initiative, and passionate about working with youth

Please e-mail cover letter along with resume by 12:00 PM noon, Friday, October 6th, 2017 to:
Emily Stephenson, Active Living Coordinator, Town of Antigonish
estephenson@townofantigonish.ca

We thank all candidates for their interest, however only those under consideration will be contacted.