



## **Before and After School Instructor – Supply Position**

The Municipality of South Bruce is seeking a Before and After School Care Program Instructor. This position is responsible for leading daily activities of the before and after school program. This position will be on an as needed basis with no guaranteed hours.

**Hours of Operations;** 6-9 am, & 3-6 pm Weekly, Monday – Friday

### **Education & Recommended Qualifications:**

- Secondary School Diploma with demonstrated experience and proficiency in the operation of equipment
- Must possess a valid First Aid - CPR Certification
- Must provide a Vulnerable Sector Police Check
- Must have two years of previous experience working with elementary school aged children
- Must possess High Five Certification or be willing to receive the training

Interested candidates are invited to apply by submitting their resume with cover letter to:

Laura Kennedy, HR Assistant  
Municipality of South Bruce  
21 Gordon St E  
PO Box 540  
Teeswater, Ontario, N0G 2S0

Applications will be received electronically by emailing the cover letter and resume to:  
[lkennedy@southbruce.ca](mailto:lkennedy@southbruce.ca) in either Word or Adobe format.

We thank all applicants who apply, however, only those considered for an interview will be acknowledged. The Municipality of South Bruce is an Equal Opportunity Employer. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Assistant of any accommodation needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.



## POSITION DESCRIPTION

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**POSITION TITLE:** Before and After School Supply Instructor

**DEPARTMENT:** Recreation & Facilities **SALARY GROUP:** SEASONAL

**GENERAL SUPERVISOR:** Recreation Programmer

**POSITIONS SUPERVISED:** n/a

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### POSITION SUMMARY:

The Casual Program Instructor is directly responsible for the implementation of activities of the before and after-school program on an as needed basis.

### PRINCIPAL RESPONSIBILITIES:

1. Provide participants with the appropriate leadership during the program.
2. Provide a warm and caring atmosphere for participants.
3. Maintain open communication between Before and After School Staff and school personnel.
4. Communicate with the parents through daily drop-off and pick-up.
5. Maintain a safe environment for participants.
6. Submit all written correspondence to the Recreation Supervisor for approval prior to distribution.
7. Sanitization of the supplies/toys.
8. Attend staff meetings.
9. Facilitate any camp program or other recreational activities for children as scheduled
10. Report any problems which arise with participants, or the school to the Recreation Programmer
11. Responsible for all activity and room preparations for the program.
12. Keep the room neat and orderly.
13. Keep storage area orderly and well inventoried.
14. Request supplies for the program from the Recreation Programmer
15. Will be required to pick children up from another participating school and walk them to the program daily
16. Follow and accept all Municipal policies and policies and procedures.
17. Other duties as assigned by your supervisor

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**EDUCATION:** Minimum Secondary School Graduation Diploma together with demonstrated experience in healthy child development.

### QUALIFICATIONS (RECOMMENDED):

1. Must be 18 years of age or older
2. Must possess or be willing to take High- Five
3. Must provide a Vulnerable Sector Police Check

4. Must possess a high school diploma or equivalent.
5. Must be at least 18 years of age.
6. Must have two years of previous experience working with elementary school aged children.
7. Possess basic knowledge and understanding of school aged children.
8. Be a self-starter and perform your job with little supervision.
9. Possess the ability to communicate verbally and in writing.
10. Possess the ability to follow written and oral directions.
11. Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
12. Must be honest, in good health, accurate, have a neat appearance, and a courteous manner.
13. Must be in good physical condition.
14. Good interpersonal skills
15. Able to work alone or with minimal supervision, personal qualities of reliability and co-operation
16. Working knowledge of refrigeration, mechanical and electrical equipment
17. Knowledge of health and safety practices, including WHMIS and current standard first aid and CPR certificate.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- Work in all types of weather, times, and environmental conditions.
- Split Shift work
- Personal Protective Equipment (PPE) must be worn at all times.

**CONDITIONS OF EMPLOYMENT:** This position requires you to be able to handle stress, you will be dealing with children and the public. Hours of work are on an as needed basis, generally September to June with no guaranteed hours. You may have to respond to emergency situations. As an employee, you must submit to a police background check at your own expense. You are required to attend all training sessions as required by the Municipality. You are required to wear all required personal protective equipment (PPE) as required for this position.

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Prepared By: AW  
Effective Date:

Approved By: SC