



**The Macaulay Child Development Centre** is a multi-service, child care and family support agency.

Established in 1932 as a non-profit, charitable organization, Macaulay promotes the optimal development of children in partnership with their family and community.

Macaulay offers a dynamic and innovative workplace with a culturally diverse staff that allows individuals to learn, develop and succeed in their career.

Please explore our website to discover more about our programs - [www.macaulaycentre.org](http://www.macaulaycentre.org)

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## **After School Program Site Lead Temporary Part-Time (9 hours/Week)**

<b>COMPETITION NUMBER:</b>	E17-01-47
<b>STARTING DATE:</b>	As Soon As Possible – June 2018
<b>COMPENSATION:</b>	\$22.50 per hour
<b>REPORTS TO:</b>	Supervisor, Community & Prevention Services

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### **POSITION SUMMARY:**

The After School Program Lead works part-time at our After School Program with children in grades 2 to 6. This Program is located near: Keele and Eglinton . Programs run 3 afternoons per week (Tuesdays, Wednesdays, and Thursdays).The hours of work are from approximately 3:00 to 6:00 pm and run through June, 2018.

### **RESPONSIBILITIES:**

- Lead an After School Program for school-age children based on the guidelines provided
- Plan and organize a safe environment and supervise children to protect their safety and personal well-being at all times while in the program
- Assist and support children to complete homework and other academic activities (in both groups and one-to-one)
- Lead physical activity program
- Design and implement nutrition, cooking, and health information activities
- Implement social skills curriculum
- Maintain up-to-date program records (attendance, etc.)
- Work as part of a team
- Communicate with parents/caregivers and teachers

### **QUALIFICATIONS:**

- Graduate of a post-secondary child/youth related field such as Early Childhood Educator, Sport and Leisure, Child and Youth, Social Worker, Psychology, Education, Sociology, Kinesiology, etc
- Experience working with school-age children in a recreation or academic setting
- Excellent communication skills
- Including excellent written and spoken English
- Strong academic skills and ability to help with homework (grades 2-6)
- Strong skills in, knowledge of and ability to lead physical activity, health and nutrition and social skills activities
- Proven track record in using positive, effective strategies to lead activities with groups of children
- Ability to prioritize
- Experience working with children with special needs an asset
- Current Standard First Aid and CPR Level C is an asset.
- High Five Training is an asset

- Police check for vulnerable sector will be required

**AVAILABILITY:**

- Must be available to work three afternoons per week (approx. 3:00 –6:00 PM), Tues/Wed/Thursday
- Must be able to attend occasional trainings and staff meetings to 7:00 pm

**COMPENSATION:** \$22.50 per hour

**THIS POSITION IS NOT WITHIN THE BARGAINING UNIT.**

Please submit applications, quoting competition number and position title to [afterschool@macaulaycentre.org](mailto:afterschool@macaulaycentre.org)

The Macaulay Child Development Centre values the diversity of people and communities and is committed to excellence and inclusion. We welcome qualified individuals who contribute to the diversity of our staff group.

The Macaulay Child Development Centre offers accommodation for applicants with disabilities in its recruitment process. If you are contacted by the agency regarding a career opportunity, please advise if you require accommodation.

We thank all applicants for their interest in our organization; however only those selected for an interview will be contacted.

This document is available in alternate formats upon request.

The Macaulay Child Development Centre is committed to service and employment equity.