

## **Before and After School Program Coordinator Before and After School Program Assistant**

The Municipality of the County of Colchester is accepting applications for both a **Before and After School Program Coordinator** and **Program Assistant** to facilitate a quality comprehensive program for children in Pre-Primary to Grade six at Tatamagouche Regional Academy. The role of these positions requires the successful candidates to be organized, energetic and positive and interested in assisting children in Colchester County to grow through healthy active living. The incumbents will report to the Manager of Recreation Services and the Active Communities Coordinator and will maintain communication to confirm priorities, ongoing direction and reporting. The responsibility areas include but are not limited to: enforcing health and safety procedures; monitor day to day operations of the Before and After School program; ensure program quality; session preparation and delivery; greet, engage and monitor participants as required; assist in data collection and evaluation; perform administrative tasks as required (record keeping, final report, parent/guardian communication etc.).

These positions requires individuals to hold a degree or diploma in an area of early childhood studies or organized recreation setting , current CPR/First Aid Certificates, be willing to supply clear and recent Criminal Record, Vulnerable Sector and Nova Scotia Child Abuse Registry Checks, attend all training sessions, have own transportation to multiple work sites, possess strong interpersonal, organizational and communication skills and be high energy, flexible, eager to take initiative and passionate about working with children.

Applications are welcomed from all qualified applicants; however only those selected for an interview will be contacted. Applicants are invited to submit a covering letter and resume by 4:30 p.m. Monday, January 31<sup>st</sup>, 2022

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