

Eva Rothwell Centre

Employment Opportunity

POSITION AVAILABLE

After School Program Facilitator

Contract: 0-20 hours/week

Time Frame: Monday - Friday from 2:45pm to 6:15pm

Location: Eva Rothwell Centre - 460 Wentworth St. N

JOB DESCRIPTION

- Facilitators will be responsible for lesson/program planning, tracking participant attendance, ordering and inventory of supplies, managing daily setup and clean-up, as well as photo documentation of the experiences to be used as a program evaluation tool.
- Encouraging and promoting participation in engaging and educational activities and exercises.
- Programming a varied line-up instructional programs, special events, and drop-in activities.
- To follow and uphold the Eva Rothwell Centre Vision, Mission and Core Values.
- Provide leadership, direction and daily management framing all key decisions and strategic direction with the Mission, Core Values and policies and procedures of the Eva Rothwell Centre.
- Act as a positive role model providing assistance and support to staff, children and families.

Start date: TBD

QUALIFICATIONS

- Experience facilitating children's programs and/or working with children
- Excellent group management and engagement
- Creative and charismatic facilitation
- Passion for improving the lives of others, especially children
- Positive and enthusiastic attitude
- Responsible and excellent time-management skills
- Must provide own transportation to and from program locations
- First Aid and CPR Certification Level C
- High Five – Principles of Healthy Child Development Certification (Recreation Quality Assurance Standard) *(an asset)
- Food Handlers Certification *(an asset)

CONTACT

Please email resume with cover letter to:

Jordan Bailey - Program Coordinator

Marc Musungayi - Assistant Program Coordinator

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