

JOB NOTICE

PART-TIME EMPLOYMENT

WE THANK ALL THOSE WHO APPLY. ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED

THE FOLLOWING PART-TIME POSITION IS AVAILABLE WITH THE RECREATION & CULTURE DEPARTMENT:

JOB TITLE: PROGRAM LEADER (BEFORE AND AFTER SCHOOL), KID'S CLUB	FILE #: 2011 - 09
POSTING DATE: SEPTEMBER 15, 2011	CLOSING DATE: ONGOING
STARTING RATE/HOUR: : \$9.60 (16 - 17 YEARS) \$10.25 (18 YEARS PLUS)	LOCATION: HOLY JUBILEE, OUR LADY OF PEACE , ST. FRANCIS OF ASSISI, ST. CLEMENTS AND ST. MARGARET MARY CATHOLIC SCHOOLS, AND KLEINBURG PUBLIC SCHOOL

MAJOR DUTIES:

1. Provides excellent customer service through developing, implementing and evaluating a safe, enjoyable and diversified programme in consultation with the Active Living Coordinator.
2. Supervises, guides and oversees participants with age and skill appropriate innovative and dynamic programme ideas.

REQUIREMENTS/EDUCATION:

1. Excellent customer service skills with the ability to understand and respond in a timely manner using problem solving and/or conflict resolution skills, tact and diplomacy.
2. Experience in planning, implementing and evaluating related lesson plans that include observable steps in skill development.
3. Excellent leadership, oral and written communication skills.
4. Current Standard First Aid, CPR-C certification, Vulnerable Sector Screening.
5. Must be prepared to work flexible hours involving evenings, weekends, before and after school.
6. To attend all scheduled orientation and training sessions and to obtain additional related certifications as required (i.e. High Five).

PERSONS INTERESTED IN THE ABOVE AND/OR SUBSEQUENT VACANCIES ARE ASKED TO SUBMIT AN APPLICATION AND RESUMÉ TO THE RECREATION & CULTURE DEPARTMENT:

- 1) **FAX TO 905-832-8550; OR**
- 2) **EMAIL TO SeasonalRecJobs@vaughan.ca; OR**
- 3) **DROP OFF AT ANY COMMUNITY CENTRE, "ATTENTION: RECREATION SERVICES SUPERVISOR".**

APPLICATION FORMS AND INSTRUCTIONS ARE AVAILABLE ONLINE AT
www.vaughan.ca/SeasonalRecJobs.