



SPUD FARM ESPORTS ACADEMY

AFTER SCHOOL CARE PROGRAM LEADER JOB DESCRIPTION

Nature and Scope:

The after school care program leader will function as a team member responsible for providing safe, quality care and service to the child participants and their families in accordance with Spud Farm Esports Academy policies and procedures.

Accountability: Academy Owner

Specific Responsibilities

Provide supervision, activities and guidance appropriate to child's age and development.

- **Be creative and innovative in the time spent with the children,**
- **Be self motivating and enthusiastic in carrying out the duties,**
- **Foster self esteem, problem solving and conflict resolution skills in the children,**
- **Create an atmosphere of safety, belonging and positive development for each child.**
- **Provide positive role-modeling for child participants and volunteers to the program.**
- **Plan and lead age appropriate programs using a team approach that meet or exceed the program expectations.**
- **Supervise the children and guide them in their physical, social and emotional development,**

Be familiar with all service expectations and guidelines for operating the Out of School Care programs.

- **Attend all staff meetings and training seminars as deemed necessary,**
- **Provide feedback and evaluation on program when necessary,**
- **May be required to prepare snack ensuring dishes are washed afterwards as needed,**
- **Assist with supervision and program planning,**
- **Greet school buses as required,**
- **Ensure the program is varied and of interest to the children,**

- Ensure program materials and activities reflect cultural variance of program population,
- Be familiar with the Academy's programs and special events,
- Complete appropriate attendance records, daily log, and program plans as required,
- Speak on behalf of the Academy only when duly authorized, and then do so accurately,
- Be familiar with and adhere to the Policies and Procedures as outlined in the Safety Manual,
- Fill in the appropriate time sheets for payroll as required,
- In the event you are unable to fulfill the responsibilities of your regular shift, inform immediate supervisor.

Maintain a good relationship with parents.

- Be polite and helpful at all times, smiling and greeting both parents and children as they come and go,
- Get to know the parents names,
- Maintain the confidentiality of information obtained in the course of professional dealings with the children and families,
- Respect cultural and social differences, and allow for different parenting styles and values,
- Inform parents of their child's progress or day through informal means,
- Make parents feel welcome and comfortable in the program,
- Keep the relationship between parents and self on a professional level.

Maintain a healthy and hygienic environment.

- Maintain a safe and clean area at all times,
- Check on a regular basis program space for hazards which could threaten the health and or safety of the children,
- Carry out housekeeping duties as required,
- Ensure any suspected illness or disease is reported to the Program Site Supervisor,
- Be responsible for children in an emergency as required,
- Administer First Aid and initiate the appropriate emergency response as required,
- Complete appropriate forms for Association records,
- Keep First Aid and CPR up-to-date.

Meeting Children's Needs.

- Be accepting of all children without regard to race, creed, religion, socio-economic status,
- Have an appropriate positive, warm and responsible attitude towards children with regard to language, tone of voice and behaviour,

- **Treat children as individuals and with respect,**
- **Be able to detect and deal with children's emotional needs and/or problems in a non-judgmental manner.**
- **Follow Child Guidance techniques as outlined in the Policies and Procedures Manual with the children's rights and personal development taken into consideration.**

Maintain an open and professional manner and relationship with co-workers.

- **Develop and maintain open communication with parents, staff, volunteers and school staff.**
- **Report in a responsible manner and through the appropriate channels instances of non-compliance with regulations to your Program Site Supervisor,**
- **Support a climate of forthrightness and trust in the workplace that will insure that colleagues are able to speak and act in the best interest of children without fear of recrimination,**
- **Extensive care in expressing views on the disposition of professional conduct of colleagues, confining such comments to matter of fact which arise out of firsthand knowledge and which relate to the interest of the children in the programs,**
- **To address issues with discretion and forethought.**

Human Resources

- **Nurtures and maintains relationships with all volunteers, students & staff,**
- **Works effectively with the rest of the staff team.**

Facility Care

- **Is involved in set set-up, take down and cleaning responsibilities to ensure safe and clean program space,**
- **Ensures that any concerns, problems or comments are communicated effectively to the Academy Owner.**

Working Environment

- **Wears appropriate uniform at all times.**
- **Works set shifts.**

Competencies

- 1. Communication**
- 2. Teamwork**
- 3. Service Orientation**
- 4. Initiative**
- 5. Self Management**

Skills

- **Commit to Academy Values – honesty, caring, respect and responsibility**
- **Experience working with children in a leadership role.**
- **Be a highly motivated, enthusiastic and responsible individual committed to assisting the Out of School Care Programs reach its goal.**
- **First Aid and CPR certification is up-to-date.**
- **Satisfactory Criminal Reference Check.**

Vacation Entitlement: 4%