



Job Posting: Program Leader (Level 2)

The Program Leader position is a frontline leadership position in our Before & After School Program. Leaders are responsible for assisting in the development of activity plans, and direct program delivery.

Main responsibilities include, but are not limited to:

- Developing and delivering program activities as approved by the Program Manager.
- Assisting with the overall supervision of the program as assigned by the Program Coordinator, or in the absence of a Supervisor/Programmer
- Ensuring safety and program quality of a group of children in a given room/facility/space with the assistance of other Program Leaders
- Ensuring the safety and supervision of participants and staff by:
 - Preventing, detecting and reporting instances of child abuse and bullying
 - Following proper procedures for dealing with sick children
 - Implementing safe child arrival and departure procedures
- Ensuring all sites and program equipment are safe
- Ensuring positive leader interactions between activity leaders and participants ensuring that all programs reflect DRA's commitment to the *Principles of Healthy Child Development* and *Program Guidelines*
- Exhibit appropriate and adequate communication with other Leaders and Programmers
- Implement, report and document all crisis management procedures

The following are requirements for the Program Lead (Level 2) position:

1. Completion of High School
2. High Five: Principles of Healthy Child Development
3. Standard First Aid and CPR level 'C' within 2 years of certification Criminal Records Check for work with the vulnerable population for 18yrs or older
4. Previous experience working closely with children in a recreation/camp/sports environment

Details pertaining to the Position:

- Program Leaders report to the Program Manager and work closely with other staff/volunteers The wage range for this position is \$16.00/hr to \$18.00/hr. Individual rates within in the scale will depend on experience working with children in a similar setting. Individuals who have worked at least one full summer as a Camp Director at Dovercourt will start at \$17.00/hour.
- This position requires availability Monday-Friday with a variable schedule as agreed on with the Manager. Some evening/weekend availability may be required. Program Leaders must be available from 2:45-5:45pm at least three days/week Mon-Fri or 7:30-9:30am at least three days/week Mon-Fri.

Applications will be accepted until the positions are filled.

Please send resume and cover letter to:

Laura Bond, Program Manager, laurabond@dovercourt.org

