



NROCRC

Community Resource Centre
Nepean • Rideau • Osgoode

AFTER SCHOOL KIDS CLUB WORKER

Position Type: Part time contract: 5 hours week (Monday – Thursday: negotiable days): 2:45-5:15 pm

Employment period: September 16, 2024 – June 19, 2025

Salary: \$18.00 hour plus 4% vacation

Job Area: Nepean

SCOPE OF POSITION:

The worker will be responsible for supporting the implementation of the day-to-day program tasks. The worker will plan and implement age- appropriate sport/recreation activities for participants ages 6-12 and provide information and referral support for participants and their families as needed. The role will be supported by a Program Coordinator. The successful candidate must commit to work within NROCRC's model of Community Development.

JOB SPECIFIC RESPONSIBILITIES:

- Supervise participants participating in the program
- Provide supervision for volunteers supporting the program
- Organize, plan and deliver recreation, wellness and social activities both indoors and outdoors. Must be willing to deliver activities outdoors in all seasons.
- Coordinate and provide homework assistance time
- Ensure all participants register nightly for the program.
- Maintain attendance records.
- Communicate with parents as needed
- Other related administration tasks as they arise

Qualifications:

- Proven experience in delivering organized activities in a structured setting for a target group (Grades 2-6)
- High School College or University level student or graduate.
- Proven supervision skills
- Minimum one year working with target group
- Minimum Emergency First Aid/C.P.R is necessary or willingness to obtain prior to start date
- High Five Training or willingness to obtain
- Food Handlers or willingness to obtain
- Vulnerable Sector police check mandatory prior to start date
- English is essential, Knowledge of other languages considered asset

Please submit your cover letter and resume by 4:00 pm August 5, 2024.

Reply to: Janet Donovan

By email: jdonovan@nrocrc.org

We would like to thank all candidates for applying, however, only those selected for an interview will be contacted directly. Due to the high volumes of interested applicants, we will not be able to receive phone calls asking for more information on available positions.

NROCRC is an equal opportunity employer committed to building a diverse work team representative of the community we serve.

NROCRC welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.