



Job Description: School Year Counsellor

(Breakfast Club, Quest 4 Fun, PA Days, Break Programs & Youth)

1. Qualifications:

- 16 years of age and older
- Valid Standard First Aid Certification
- Up to date Police Check
- AODA (*Accessibility for Ontarian's with Disabilities Act*) Certification
- Past related experience

2. General Responsibilities:

To assist in developing and implementing an innovative, exciting and safe recreational program for children and youth.

3. Specific Duties:

Administrative

- Program plan age appropriate activities on an ongoing basis
- Record hours worked in Staff Sign-in binder on a per shift basis.
- Complete program evaluation forms on a regular basis
- Attend all scheduled staff meetings and training sessions

Program:

- Actively participate in the delivery of programming with the children in your care
Implement appropriate behaviour management procedures in accordance with established procedures.
- Maintain a high level of safety and supervision
- Notify coordinator of any incidents, accidents, problems or concerns of the program
- Implement emergency procedures as required
- Ensure and maintain a clean and organized program environment eg. Kitchen, supply cupboards, toy storage etc.

Other:

- Work in a team environment
- Communicate with parents and clients of the centre in a positive, pleasant, and in a professional manner.
- If you are unable to work your scheduled shift you must arrange for your replacement and notify coordinator
- Dress appropriately for an active recreational program
- Other duties as assigned