

## JOB POSTING

Part-Time After School Program Instructor

<b>Anticipated start date:</b>	September 3, 2019
<b>Terms of employment:</b>	Part-time term (September to June 2020) <i>(may lead to full-time summer work for eligible students)</i>
<b>Starting wage:</b>	\$14.00/hour
<b>Hours of work:</b>	Monday, Tuesday, Thursday, Friday: 2pm-6pm Wednesday: 1pm-6pm <i>(full days during Pro-D days &amp; Spring Break, and special events as required)</i>
<b>Application deadline:</b>	Will remain open until filled
<b>Number of positions:</b>	1

### **Job Description:**

The Exploration Place is seeking an **enthusiastic, outgoing, motivated and energetic person to fill the position of part-time After School Program Instructor** in our Integrated Learning department. The Instructor delivers high quality programming and supervision, and develops positive working relationships with families in the Fort George Explorers After-School program. Reporting to the Manager – Integrated Learning, the Instructor provides hands-on science and heritage activities and interactive supervision for up to 25 children between the ages of five and twelve.

### **Hours & Benefits:**

This position is perfect for students. This is a part-time term position, Monday to Friday, 4 hrs/day (5 hrs/day on Wednesdays; some full days on School District #57 Pro-D days and Spring Break; some evenings and weekends as required for special events). After a 3-month probationary period, benefits include an Exploration Place facility membership. This position may lead to full-time summer work for eligible students.

### **Functions:**

- Maintain equipment and supply inventory for the after-school program
- Implement developmentally-appropriate school-aged programs
- Ensure the safety and stewardship of the children in our care
- Adhere to and promote Northern Health Community Care Licensing policies and procedures, as well as the policies of The Exploration Place and its Integrated Learning department
- Ensure accurate enrollment records
- Establish and maintain positive working relationships with staff, volunteers, parents, and children
- Ensure program and administrative tasks are completed (daily log, opening & closing procedures, incident/accident reports)
- Maintain confidentiality of all information related to the program, the children, and their families
- Lead children in monthly fire drill procedures
- Help set up and transform multi-use spaces that are shared with other programs and departments on a regular basis

- Maintain a neat, orderly, and clean working environment, completing all required housekeeping and sanitizing duties in compliance with Northern Health Community Care Licensing regulations
- Assist other museum departments during special events and as required

**Desirable Qualifications:**

- Have, or be willing to obtain, Class 4 driver's license
- Completion of at least one year of post-secondary education in science, heritage, technology, education or engineering
- Solid understanding of Northern Health Community Care Licensing regulations
- Proficient in MS Office including Word, Excel and Outlook
- Food Safe certificate

**Job Requirements:**

- Experience working with school-aged children
- Excellent written and verbal communication skills
- Be at least 19 years of age
- Willing to submit to and pass a criminal record check
- Have, or be willing to obtain, training related to childhood development, guidance, health and safety, and/or nutrition
- Have, or be willing to obtain, a valid first aid certificate and CPR certification
- Ability to work in a fast paced, customer-orientated facility in cooperation with other staff and departments

**No phone calls please. Only applicants chosen for an interview will be contacted.**

**Please email, fax, or drop off a resume and cover letter to:**

Robyn Reimer, Manager – Integrated Learning  
The Exploration Place  
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