

**School District No. 43 (Coquitlam)**

**CLASS SPECIFICATION**

**AFTER SCHOOL PROGRAM LEADER**

**SUMMARY:**

Working under the direction of the Principal or designate, and together with an Advisory Board, the After School Program Leader provides after school care and recreation programs for elementary age children.

**DUTIES:**

Works with the school leadership team to plan, organize, implement, promote, run and evaluate social, recreational and educational after school programs.

Liaises with school staff, parents, students, community partners and the Advisory Board to implement programs; prepares and manages budget; oversees program registration, promotions and fee collection.

Recruits, trains and manages volunteers (youth and adults) in cooperation with existing staff; communicates effectively and maintains a positive rapport with staff, volunteers, community partners and children.

Establishes and posts a daily schedule for the program with participative development; supervises children and program activities; organizes and runs sport activities such as basketball, soccer, volleyball, badminton.

Ensures safe and quality programs; intervenes in crisis situations; enforces school district and statutory rules and regulations; performs first aid as required.

Works under the supervision of school Principal in assisting with partnerships, reports and grants; writes reports and grant applications.

Performs related duties or tasks as assigned by the principal or designate.

**REQUIRED KNOWLEDGE AND SKILLS**

Completion of one year of a Recreation Leadership certificate or diploma program including current first aid and CPR certification, or equivalent accredited coursework from a recognized college or institution, plus a minimum of one year FTE paid work experience in planning and leading recreation and education programs for children/youth; or in lieu of course work, a minimum of two years FTE paid work experience in planning and leading recreation and education programs for children/youth; or an equivalent combination of course work and paid work experience.

**RATIFIED BY UNION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RATIFIED BY EMPLOYER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_