

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

SPECIALTY SUPPORT – AFTER SCHOOL COORDINATOR

Rate of Pay: **Band # 7**

Summary

- Plan and organize art and sport projects for vulnerable students K-8. Recruit specialists to offer the identified programs. Plan and deliver healthy snacks and help with student management and program delivery.

Duties and Responsibilities

- complete ASSAI reporting requirements and submit them to School Principal for approval. This involves mid-year reports and end of year reports.
- communicate with the Principal about the program on a weekly basis.
- advertise and actively recruit students for each program.
- support and encourage student leadership opportunities to enhance program delivery. Oversee behavior management and help sports and arts leaders deal with challenging behaviours.
- organize, oversee and help deliver healthy snacks to program participants.

Qualifications

Knowledge

- completion of Grade 12 (Dogwood Certificate)
- Emergency First Aid Certification (1 day/CPR)
- Food Safe Certificate
- valid Class 5 Drivers license & clear drivers' abstract
- High Five, BC Athletics – Run, Jump, Throw Program

Experience

- 2 years experience working with school aged children and youth

Skills & Abilities

- training or professional development and experience in the area of building rapport with children and young people
- skilled at building connections and establishing trust with young people
- experience with administration and book keeping an asset
- possess excellent communication, leadership and organizational skills
- strong knowledge of local community
- ability to work in a team environment
- energetic and creative in working with planning activities for youth
- is physically capable to perform the job duties
- ability to communicate effectively, both orally and written, using courtesy, tact and discretion