



Part-Time Before and After School Program Leader

1 Position Before and After School

Successful applicants will assist in supervising the Before and After School programs for Howick Central Public School students at the Howick Community Centre. Staff must be able to work in a fast-paced, busy childcare environment and deal effectively with parents, children and other team members.

Primary responsibilities:

- Responsible for the day-to-day operation of the assigned site
- Before School 6:15am – 9:15am After School 3:00pm – 6:30pm
- Responsible for the safety and supervision of program participants
- Takes an active role in planning and operation of a wide variety of fun, quality programs, keeping in mind the participants' ages, preferences and safety factors
- Provides supervision of the Before and After School Program Assistant
- Supervise children ensuring safe and fun atmosphere at all times
- Maintain clean and tidy conditions at program site, both indoors and outdoors
- Administer minor First Aid if required and follow all safety procedures, including proper documentation
- Report damages or facility issues immediately to the Recreation Facilities Supervisor
- Completion of daily attendance sign-in and out
- Attend and participate in staff training meetings
- Modifies programs as needed to meet the needs of the children and environment
- Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage

Additional hours may be scheduled for PA Days throughout the school year, over March Break and/or Summer Day camps, if desired.

The ideal candidate will possess:

- Strong interpersonal skills
- Strong written and oral communication skills
- Strong time management skills, well organized
- Knowledge of best practices for engaging children and the ability to implement a caring, safe and stimulating educational environment for children
- Computer skills for word processing, photo printing, preparing materials
- Working knowledge of Early Childcare Education legislation.

Qualifications:

- Minimum 18 years of age
- High Five PCHD Training is an asset
- Early Childhood Education is an asset
- Current Standard First Aid and CPR Training

Starting Salary: \$24.39 to \$28.49 per hour (2026 Salary Grid) Max hours 35 per week

*All staff involved with the Before and After School Program will be required to obtain a criminal record and vulnerable sector check prior to the start of the program.

How to Apply

Please submit your resume before 12:00 pm. Friday October 16th 2026

Brady Ropp Manager of Recreation & Facilities, recreation@howick.ca