

Position Title: Before and After School Program Assistant

Reports to:	Manager of Recreation & Facilities	Last Revision Date:	Septemebr 2026
Department:	Recreation	Positions Supervised:	No Supervisory duties
Position Status:	Casual, Part-time, September - June	Pay Range:	\$19.05-\$22.29 per hour (2026 Salary Grid)

Nature and Scope of the Position:

The Before and After School Program Assistant, under the supervision of the Manager of Recreation, is responsible for assisting the Before and After School Program Leader with supervising and teaching age-appropriate activities, providing a safe, warm and caring atmosphere for participants, enhancing participants social, emotional, cognitive, physical and language skills, and communicating with parents through daily drop-off and pick-up.

Key Result Areas	Major Responsibilities	Success Indicators
Delivery of Programs and Services	- Responsible for assisting with the day-to-day operation of the assigned site Before School 6:15am – 9:15am (as required); After School 2:55pm- 6:05pm - Ensuring the safety and supervision of program participants - Assists with execution of a wide variety of fun, quality programs, keeping in mind the participants' ages, preferences and safety factors - 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 Manager of Recreation and Facilities. - Completion of daily attendance sign-in and out - Attend and participate in staff training meetings - Makes recommendations for modified programs as needed to meet the needs of the children or environment - Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage - Additional hours during PA Days, March Break or for Summer Day Camps may be available if desired.	- Ensures compliance with and promotion of the 3 R's - Respect yourself - Respect others - Responsibility for your actions - Attend and participate in staff training - Ensures that children are safely supervised at all times throughout the day - Maintains accurate and up-to-date records/paperwork at all times - Follows proper procedures for uniform wear (Howick t-shirt)

Teamwork	• Provides support and back up to other staff in department as necessary • Assists in establishing, maintaining and achieving goals, objectives and work plans • Remains current on and adheres to corporate and departmental policies and procedures • Ensures own work is performed in a safe manner according to health and safety guidelines and procedures • Engages with other professionals and associations to ensure Department is staying current with developments in the field • Regular communication with other staff on site throughout the day	• Successful completion of annual WHMIS and Health and Safety Training • Supervisor and Health and Safety Representative are notified of all Health and Safety concerns/incidents as they occur • Consistently follows department and municipal policies and procedures • Contributes positively to team dynamics
Public Relations/ Customer Service	• Demonstrates a strong customer service orientation for programs and services • Provides superior customer service • Communicates with parents/guardians on a regular basis. • Responds to customer queries and requests • Collects feedback from kids, parents and guardians • Maintains open lines of communication with parents and staff and provide a high level of friendly, caring and professional service to students • Maintains all necessary paperwork for the day-to-day operation of the site. This includes attendance, parent permission forms, journals, accident reports, incident reports, personal recommendations for final report.	• Responds to internal and external inquiries in a timely and professional manner giving them the proper directions for the answer. • Promotes Before and After School programs in the community
Other related duties as assigned		
Education:		
Ontario Secondary School Diploma is an asset Standard First Aid and CPR-C High- Five Certification courses or willing to obtain.		
Experience:		
Must be 18 years of age. Experience working with children. Must provide a Vulnerable Sector Police Record Check.		
Skills:		
Demonstrated knowledge of child supervision. Demonstrated knowledge of roles and responsibilities under the Occupational Health and Safety Act.		

The ability to work well on own and with others in a team setting.
 Excellent customer service orientation and skills.
 Strong interpersonal communication skills.
 General computer skills in word processing, printing photos and activities.

Physical Effort & Working Conditions

Work is typically performed in a pleasant physical environment with occasional exposure to inclement weather.
 There are minimal exposure to hazards.
 Dealing with the public may cause some mental stress.
 There are constant interruptions and deadlines.
 Frequent requirement for light physical effort in assisting with and participating in activities and events.
 Some manual dexterity is required.
 Work generally has a low risk of injury.

SIGNATURES/APPROVALS	Signature	Date
Incumbent:		
Manager of Recreation & Facilities		
CAO/Clerk		