



PART-TIME ASSISTANT PROGRAM LEADER

Job Description:

Are you willing to be a Hummingbird's Helper, to learn new skills and be of service to youth and the Earth? Are you willing to dress for the weather and be outside for anywhere between 3 hours and 10 hours in a day? The Wild Craft Play 'sCool is looking for a positive, energetic, and experienced adult. This program leader is responsible for engaging with and supervising youth (ages 8 and up) in a busy program setting, with a Hummingbird Approach (you will learn-by-doing).

This role involves:

Planning and facilitating daily activities, managing behavior, providing learning opportunities and providing support for participants, tending to the developmental (social, emotional, physical, and cognitive) needs of participants and their families, supporting volunteers, and providing a safe and welcoming atmosphere for participants to engage in activities. Yup, it's a big task, but somebody's gotta do it!

Be fore-warned, due to COVID, we are being asked to offer more programs and training, and are just working on solidifying day programs in Cumberland and Courtenay.

General Duties and Responsibilities:

- Understands the philosophy, mission and vision, supporting and promoting Wild Craft Play 'sCool, to interconnect and achieve client integration across program areas.
- Be on time to welcome children when arrive, use resources to be in communication (cell phone) or assist with loading and unloading children in the vehicle.
- Engage with children in a variety of activities: sports, games, crafts, arts, performing, promoting.
- Supervises participants and ensure safety in the program.
- Performs first aid as required and documents incidents on report forms.
- Assists supervisor in planning monthly program appropriate for school-aged children (as required).
- Works with teachers to plan and monitor homework goals for participants (as required).
- Assists children with their work.
- Set-up and take down at all locations (ensure at least 15-30min setup and up to 30 min take down... circumstance depending).
- Works in cooperation with staff and volunteers, to implement and evaluate programs.
- Works within budget limits.
- Works with and provides leadership to volunteers.
- Talks with parents/caregivers on a regular basis (as required).
- Participates in regular staff meetings and training sessions (as required).
- Develops positive relationships with participants and act as a role model and mentor.
- Assists with preparation and delivery of any required food (as required).
- Drives and facilitates safe (perceived safety) adventures on out-trips.
- Assists with light cleaning and centre maintenances, administration and promotion (as required)
- Performs other duties as required.



Qualifications:

1. Must be at least 19 years of age.
2. Knowledge and awareness of issues surrounding the environment, diversity and multiculturalism.
3. Excellent interpersonal, organizational and communication skills.
4. 1-2 years-experience providing care and mature guidance to school-aged children in a daycare or recreational setting.
5. Completion of a course, or a combination of courses, of at least 20 hours in child development, guidance, counselling, health and safety and nutrition.
6. Current 1st Aid and CPR certification.
7. Current clean criminal record check.
8. Child and Youth Care (CYC) or Recreation Leadership diploma (an asset).
9. Level 1 Foodsafe certificate (an asset).
10. Class 4 Driver's License (an asset).
11. Experience in online social media (an asset).

Hours of Work & Rate of Pay:

To start, we are looking for someone for

7 hours from 8:15am until 3:15pm on

Wednesdays in Nanaimo starting September 30

Visit this page for the upcoming afterschool program:

<https://wildcraftplay.com/programs/programs-for-youth/wild-craft-play-the-program/>

We will cover your Worksafe.

Starting contract wage is \$20.00 with training provided, opportunity for increase in pay based on skills and ability.

This is a new program, and it has huge potential for growing quickly, therefore more hours may be available within 2-3 months depending on the number of participants.

May be required to travel as far north as Campbell River, and as far South as Ladysmith.

Wild Craft Play 'sCool Leaders report to and are supported by the director, Jamie Black.

Please email with resume and cover letter quoting the position you are applying for.

A handwritten signature in black ink, appearing to read 'Jamie Black'.

Jamie Black

Founder/Director of Wild Craft Play 'sCool

Email: jamie@wildcraftplay.com