

## Job Advertisement

**Job title:** After-School Coordinator

**Terms of Employment:** Part time, 17.5 hours per week on a contractual basis, approximately 10 months. 2:30pm to 6pm weekdays with more hours during pedagogical days March Break and mini-camps.

**Salary:** \$14.00 / hour

**Start date:** August 25, 2017

**Location:** 1090 Greene Avenue, Westmount

### **Tasks:**

- Plan, execute and animate recreational activities in an after-school program
- Supervise staff, volunteers and stagieres within the program
- Facilitate and supervise a bilingual homework period for kids from kindergarten to grade six
- Create and maintain a payment database
- Track payments and invoice parents
- Coordinate and staff mini-camps

### **Skills required:**

**Education:** Completion of a post-secondary program in Community Recreation Leadership Training (CRLT), Human Relations, Leisure Science, Education, or a related field

**Experience:** At least 2 years experience in an after-school, summer camp or related program. Work experience in a related field an asset. Experience supervising staff and volunteers.

**Languages:** As you will be assisting with grade school homework and communicating with parents, English and French spoken and written.

**Essential Skills:** Working with children, ability to provide program leadership, ability to delegate tasks, creation and maintenance of a budget and invoice system, promotion and publicity for program, liaison with parents and school officials. First aid and CPR certification.

**Security and safety:** Employees are subject to a criminal record verification

**Work conditions and physical capabilities:** Very active job requires patience and a mature approach. Ability to multi task is essential.

### **Work setting:**

The Greene Avenue Community Centre (Centre Greene) is an independent, not-for-profit community organization dedicated to providing quality recreational, social and cultural services to the community at large regardless of gender, age, race, ethnic group,

ability or socio-economic status. Our success depends on volunteer help and financial support from outside sources.

We are seeking individuals who are keen on making a difference in their community, and who are looking for more than “just a job”. Our staff team are expected to participate in the community life at Centre Greene, assisting with special events, and creating a sense of community in our center.

**Application Procedure:**

All resumes must be submitted via email to the attention of Beth Symansky: [beth@centregreene.org](mailto:beth@centregreene.org). Only shortlisted candidates will be contacted.

Centre Greene is an equal opportunities employer.

Students are welcome to apply but must be available for all hours of every shift.