

The Department of Youth Sport and Recreation Afterschool Programme is seeking highly motivated individuals to join a team and is accepting applications for:

AFTERSCHOOL PROGRAMME SUPERVISOR

Duties and Responsibilities:

- Manage programme at assigned school site
- Supervise a team of Afterschool Programme workers
- Oversee administrative functions and assigned projects

Required:

- Associate degree or equivalent
- Supervisory management training/experience
- Ability to motivate and manage a team of workers
- Ability to maintain good relationships with key stakeholders (principal, school staff, parents and community partners)
- Be organized, multi-task oriented
- Able to balance working on own initiative and within programme's policies and procedures
- Proficiency in Microsoft Word and Excel
- Ability to commit to post for duration of school year
- Physically active, energetic and engaging
- CPR and First Aid Certification

Benefits:

- Part-time hours: 1:30–6:00 pm, Monday to Friday for September 15/16 school year
 - Excellent hourly rate
 - Personal development opportunities
 - Fun and varied working environment
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CLOSING DATE: Friday, 17 July 2015

Submit

Application form with two written references to:

Department of Youth Sport and Recreation
Craig Appin House, 3rd Floor
8 Wesley Street, Hamilton, HM 11
295-0855



GOVERNMENT OF BERMUDA
Ministry of Community, Culture and Sports

Department of Youth, Sport and Recreation