



GOVERNMENT OF BERMUDA

Ministry of Social Development and Sports

Department of Youth, Sport and Recreation

EMPLOYMENT OPPORTUNITIES

**The Department of Youth, Sport and Recreation
Afterschool Programme - is seeking highly
motivated individuals to join its team and is
accepting application for:**

ASP Supervisor | ASP Sports Specialist Senior ASP Worker

Duties and Responsibilities:

- Works effectively under the leadership of Senior Supervisors • Manage programme at assigned school site • Supervise team of Afterschool Programme Workers • Oversee administrative functions and assigned projects

Required:

- Associate degree or equivalent • Supervisory management training/ experience • Motivate a team of workers • Maintain good relationships with key stakeholders (eg. principal, school staff, parents and community partners)
- CPR and First Aid Certification • Organized and multi-task oriented • Ability to balance working on own initiative and within the programme policies and procedures • Proficient in Microsoft Word and Excel • Ability to commit to post for duration of school year • Physically active, energetic and engaging

Benefits:

- Part-time hours: 1:30 - 6:00pm, Monday to Friday for September 17/18 school year • Excellent hourly rate • Personal development opportunities • Fun and varied working environment

ASP Worker

ASP Sports Specialist Assistant

Duties and Responsibilities:

- Works effectively under the leadership of an on-site programme Supervisor • Assume responsibility for a group of primary school age Children • Planning and implementing age appropriate activities on a monthly basis (e.g. arts, crafts, sports activities, field trips) • Contribute to overall development and care of primary age children • Enforce programme health and safety policies

Required Skills Experience and Attributes:

- Minimum age 18 years • Proven ability to commit to the post • Punctuality and reliability • Capable of working in a dynamic environment • Team player with strong interpersonal skills • Preference will be given to candidates with prior experience working with children • CPR and First Aid Certification

Benefits:

- Part-time hours - 3:30-6:00pm, Monday to Friday for September 17/18 school year • Excellent salary • Personal development training • Foster positive relationships with community partners.

Secure and Submit Application:

**Department of Youth, Sport and Recreation
Craig Appin House Building, No. 8 Wesley Street, Hamilton, HM11
Tel: (441) 295-0855 Email: aspadmin@gov.bm**

CLOSING DATE: Monday, 3 July, 2017