



EMPLOYMENT OPPORTUNITIES

Do You Have What It Takes?

Are you Trustworthy, Respectful, Responsible, Caring, Fair, and a good Citizen?

The Department of Youth, Sport, and Recreation Afterschool Programme is seeking highly motivated and committed individuals. If you possess the above attributes of character and meet the criteria below, we welcome you to apply.

ASP Supervisor

Responsibilities

- Work effectively under the leadership of the ASP Senior Supervisor
- Manage the programme at an assigned school site
- Supervise and motivate a team of afterschool programme workers
- Provide administrative functions and oversee assigned projects

Requirements

- Associates Degree or equivalent
- Supervisory or training experience in youth programming
- 2 years in a related field with one year at the Supervisory level
- CPR and First Aid
- Ability to prioritize and multi-task as well as work on own initiative
- Must be proficient in Microsoft Word, Excel and Publisher
- Must be able to commit to the post for the duration of the school year
- Must be physically active, energetic and engaging

Benefits

- Part time hours 1:00 – 6:00 pm Monday to Friday during the Sept 18/19 school year
- Excellent hourly rate (PS15)
- Personal and Professional development opportunities
- Fun and varied work environment

Senior ASP Worker

Responsibilities

In addition to ASP Worker duties and responsibilities:

- Work effectively under the leadership of the ASP Supervisor
- Manage the programme at an assigned school site in the absence of the ASP Supervisor
- Act as the lead worker at an assigned site amongst a team of afterschool programme workers
- In the absence of the ASP Supervisor, provide administrative functions and oversee assigned projects

Requirements

- Minimum age 21 years
- Training experience in youth programming
- High School Diploma / GED
- CPR and First Aid
- Ability to prioritize and multi-task as well as work on own initiative
- Must be proficient in Microsoft Word, Excel and Publisher
- Must be able to commit to the post for the duration of the school year
- Must be physically, active, energetic and engaging

Benefits

- Part time hours 3:00 – 6:00pm (in the absence of the ASP Supervisor, 1:00 – 6:00pm) Monday to Friday during the Sept 18/19 school year
- Excellent hourly rate (PS13)
- Personal and Professional development opportunities
- Fun and varied work environment

ASP Worker

- Work effectively under the leadership and direction of an on-site programme Supervisor
- Assume responsibility for a group of primary aged children
- Plan and implement age-appropriate activities on a monthly basis (ie arts and crafts, sports activities and field trips)
- Contribute to the overall development and care of primary aged children
- Enforce programme health and safety policies

Requirements

- Minimum age 18 years
- Must be able to commit to the post for the duration of the school year
- Must be punctual and reliable
- High school Diploma/ GED
- Prior experience successfully working with children is preferred
- CPR and First Aid Certification
- Must be physically active, energetic and engaging

Benefits

- Part-time hours 3:00 – 6:00pm Monday to Friday for the September 18/19 school year
- Excellent salary (PS11)
- Personal and Professional development opportunities
- Fun and varied work experience

Applications can be obtained from:

**Department of Youth, Sport, and Recreation
Craig Appin Building, 8 Wesley Street, Hamilton HM11
Tel: (441) 295-0855**

**Submit application, cover letter, and resume
no later than 23 July, 2018**