



**Are you a professional who wants to make a real difference?
Saltus has the following opportunities open for applications**

After School Programme and Camps Supervisor

The After School Programme and Camps Supervisor will be responsible for the day-to-day running of the Saltus Lower Primary After School Programme under the leadership of the Director of After School and Camps Programmes. In addition, the successful candidate will be responsible for nine weeks of camps during the school breaks.

Key Responsibilities include:

- Collaborate and assist staff with the design and implementation of activities to encourage student intellectual, creative, artistic and athletic enrichment in the After School and Camps programmes.
- Supervise part-time staff to ensure that Saltus standards and health and safety policies are met as well as appropriate care is given to students.
- Maintain a clean and organized environment.
- Ensure that students understand the programme rules and procedures and maintain appropriate order and conduct.
- Communicate and build working relationships with parents and teachers for the betterment of the student's development.
- Perform a variety of administrative duties to support the running of the After School and Camps programmes.

Minimum Qualifications, Experience & Skills:

- Minimum of an Associate's degree in child care or the equivalent.
- Minimum of 3 years' experience working with youth in an organized setting.
- First Aid/CPR/AED certified, or willing to become certified.
- SCARS certified, or willing to become certified.
- Excellent communication and interpersonal skills, with the ability to work well with children.
- Excellent verbal and written communication skills.
- Knowledge of child behavior strategies.
- Strong organizational skills.
- Sense of humor.
- Clean criminal record.

Part-time After School Programme Leader

The successful candidate for this position will work under the direction of the After School Programme Supervisor and Director, and will be responsible for implementing age appropriate after school learning and recreation/enrichment activities (such as organized sports, games/physical activities, dance, arts and crafts, and when necessary, homework).

Candidates for the above position:

- Must have a minimum of one-year experience working with children.
- An Associate's degree or certificate in child care would be an asset.
- First Aid/CPR/AED certified, or willing to become certified.
- SCARS certified, or willing to become certified.
- Must be a reliable, enthusiastic team player with good communication and organizational skills.
- Must be available during the school year from 2:45pm - 5:30pm Monday to Friday.
- Must be flexible with the ability to work during the school breaks for holiday camps when required.
- Attendance and good time-keeping is essential.
- Clean criminal record.

Candidates are requested to e-mail a cover letter and resume to the People and Culture Department at:

Email: HumanResources@saltus.bm
Saltus Grammar School
P.O. Box HM 2224, Hamilton HM JX, Bermuda
Telephone: 441-292-6177



All applicants must include contact details of three persons who are willing to provide confidential professional references at least one of whom should be your current employer.

CLOSING DATE: May 8, 2019