



After School Program Supervisor (Contract)

The City of North Bay Parks, Recreation and Leisure Services operates an After School Program at 3 locations throughout the City. These programs run from 3 p.m. to 6 p.m., September to June for youth ages 7-16.

The After School Program Supervisor will be responsible for overseeing and managing the centres. This will include staff supervision, budget, purchases, staff training and evaluation report writing, program scheduling and paperwork. The Supervisor will also be responsible for ensuring that the general program coordination is being adhered to by staff and participants.

Qualifications:

- Must hold a current First Aid and CPR Certificate
- Display leadership and supervisory skills
- Minimum 18 years of age
- Satisfactory Criminal Record Check dated within the last 3 months
- A degree or diploma in a related field and/or a minimum of 2 years supervisory experience in a related field

Qualified applicants are invited to submit a detailed resume and cover letter, in confidence, no later than **4:30 p.m. Wednesday, July 25th, 2018** to email,

staffing@cityofnorthbay.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

An Equal Opportunity Employer