



AFTER SCHOOL PROGRAMMERS

The City of North Bay Arts, Culture, Recreation and Leisure Services is looking for someone to work within the After School Programs it is operating. Programs run weekdays during the school year for youth ages 7-12. Hours of work are **Monday, Wednesday and Friday** from 2:30pm to 6:00pm. There is a possibility that hours may be also scheduled on Tuesday and Thursday as well.

Programmer responsibilities include:

- General program coordination of physical activities, healthy food choices and nutrition, personal health and wellness, homework assistance and arts and crafts
- Supervision of program participants ages 7-12
- Day-to-day operation of centre – report writing, program scheduling and paperwork
- Following Covid-19 screening protocols and safe practices, including cleaning and sanitation.

Qualifications:

- Must hold a current First Aid and CPR Certificate
- Minimum 18 years of age
- Display leadership and supervisory skills
- Satisfactory Criminal Record Check (Vulnerable Sector Check) dated within the last 3 months
- Background in Rec/Physical Ed (preferred)

Hours of Work: up to 3 - 10+ hours a week depending on availability.

Qualified applicants are invited to submit a detailed resume and cover letter no later than 4:30 p.m. Friday September 25, 2020 to:

Email: staffing@cityofnorthbay.ca

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

Accommodation will be provided in all parts of the hiring process as required under the City of North Bay's Accessibility Policy. We encourage applicants to make their needs known to Human Resources in advance.

An equal opportunity employer