



GREENWAY-CHAPLIN COMMUNITY CENTRE

116 Rouse Avenue, Cambridge ON, N1R 4M8

Office: 519-623-4220

www.greenwaychaplin.com

Registered Charitable Donation # 133141747RR0001

After School Coordinator

Reports to: **Program Coordinator of Greenway-Chaplin Community Centre**
Hours: **20-25 hours/week Pending the needs of the program. Split Shift (6:45 AM – 8:30 AM and 2:30 PM – 5:45 PM, Monday–Friday.**
Pay rate: **\$21.00 per hour**
Term: **Part time Contract Position**

Role Summary

The After School Coordinator / Lead Instructor is a key leadership position responsible for the daily operations of the before and after school program. This role ensures a safe, inclusive, and developmentally supportive environment for children and youth while leading a team of staff and volunteers. The Coordinator plans and facilitates programming, supervises and schedules staff, builds family and school relationships, and ensures compliance with health and safety standards while working in collaboration with the Recreation Program Coordinator.

Responsibilities

These following tasks are representative but not all inclusive:

- Plan, facilitate and evaluate After School Program for JK - grade 6 with up to 30 participants.
- Lead daily before and after school programming for children and youth.
- Plan and implement engaging, age-appropriate activities that support physical, social, and emotional development.
- Support positive behavior through proactive management strategies.
- Apply and promote the **HIGH FIVE® Principles of Healthy Child Development** in all activities.
- Sustain the HIGH FIVE Accreditation Status and annual requirements.
- Maintain and foster community partnerships.

Staff & Volunteer Supervision

- Schedule and supervise after school staff to maintain required ratios and high-quality delivery.
- Provide onboarding, mentorship, and regular support to team members.
- **Support volunteers** by offering guidance, assigning meaningful tasks, and ensuring they feel welcomed and valued within the program.
- Foster a positive and collaborative program environment for both staff and volunteers.

Family & School Engagement

- Serve as the main point of contact for parents and guardians.
- Communicate regularly through face-to-face interactions, monthly newsletters, and written updates.
- Coordinate with school staff and custodial teams for facility use and collaboration.

Operational & Administrative Duties

- Track and record daily attendance.
- Oversee meal and snack preparation in line with food safety standards.
- Create grocery and supply lists; manage and organize inventory.



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- Maintain a clean, safe, and well-equipped program environment.

Skills, Experience and Qualifications

- Recreation or Community Development for Children and Youth – Diploma or Degree or equivalent work experience
- Must be 18 years or older
- Multiple years' experience facilitating programs for children and youth
- Exceptional and proven organizational skills, time management skills, and customer service abilities
- Possess excellent communication skills (oral and written)
- Valid class G driver's license and access to own transportation
- Standard First Aid and CPR-C certification
- HIGH FIVE Principals of Health Childhood Development certificate and QUEST 2 certificate
- Proficient in MS Office Suite and Google business platforms
- Project management skills



Applications will be accepted until August 8, 2025. Please ensure you apply with a cover letter and resume. You must apply through Indeed, and or via email

Jaimem@kinbridge.ca

We thank all of those who apply but only those chosen for an interview will be contacted.



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