

Out of School Time Program Specialist Job Description

Position Title:	Out of School Time (OST) Program Specialist	Date: June 2019
Department:	Community Education	Location: Varied
FTE:	6 - 8 hour positions (depending on site needs)	

Accountable To: Out of School Time Site Coordinator, Community Education

Primary Objective of Position:

Out of School Time youth focused position with additional responsibilities to include: taking a lead role in the areas of activity planning, room environments, support of program operations and assisting the site coordinator with site management. Out of School Time programming includes School Age Care, 21st Century, Target Services, and Youth Enrichment.

Major Areas of Responsibility

Builds relationships with youth to ensure youth investment to the program.

Provides assistance to staff in the areas of activity planning and safety and supervision

Builds relationships and works cooperatively with building staff to promote school day alignment

Assigns staff lesson plan assignments, creates staff rotation schedule, and ensures plans are submitted & implemented.

Responsible for creating and implementing high quality out of school time programming.

Purchases all supplies necessary care out program activities.

Creates and distributes a monthly newsletter highlighting site programming.

Works with the site coordinator, building staff, and program staff to identify program needs.

Maintains and develops room environments i.e. upkeep, interest areas, bulletin boards, supplies and equipment.

Works with families to increase sense of belonging to school and connectedness through family communication and outreach.

Actively works with parents, children, staff and teachers to manage behavior and implement behavioral plans for individual students.

Supervises youth and maintains attention and control of large groups.

Is an active participant in the site staff team and OST leadership team.

Actively participates in and leads staff development training.

Ensures information is communicated effectively between all staff.

Assists with coaching and mentoring staff through observation, modeling, feedback and guidance.

Understands, follows, and implements district and program policies to maintain a safe environment

Support site coordinator in leadership and administrative responsibilities.

Communicates effectively with staff, students and families.

Assists the site coordinator with staff orientation.

Reports suspected child abuse as mandated by law.

Maintains confidentiality and data privacy

Knowledge, Skills and Abilities

Experience with creative problem solving abilities and being flexible.

Ability to build rapport with youth

Knowledge and experience of OST programs.

Two years of related post secondary education or comparable years of service

Knowledge of program philosophy, guidelines and expectations.

CPR and First Aid, CPI certification or ability to obtain.

Performance Expectations

Demonstrates professionalism and respect in all situations.

Makes an active contribution to the site team.

Responds appropriately to the needs of students and staff.

Respects the needs of others and supports the values of families and their concerns.

Ability to work independently and to make decisions.

Demonstrates leadership abilities.

Is able to work flexible hours during the day, some evening and weekend hours.