



Argyle North Community Association is seeking applicants for its new Before & After School Program commencing fall of 2019.

Position Title: Before & After School Program Contractor

Location: 35 Davin Crescent, Regina SK.

Duration: Hours of operation 0630-0930 and from 1500-1800 (during the school term: excluding statutory holidays, professional development days, and summer holidays.)

Positions Available: Program Lead & part time contractors.

Position Summary: Individual contractors are responsible for the planning and implementation of the Before & After School program, within the philosophy of the ANCA, its Board, and under contract.

Responsibilities:

- a. Program development including crafts/activities indoor & outdoor/ game playing, etc.
- b. Scheduling of the program.
- c. Supervision of attendees and their safety.
- d. Adherence to the terms of the contract.
- e. Set up & take down of the program space.
- f. Light cleaning of the program space.
- g. Communications between contractors.
- h. Board meeting attendance and reports.
- i. Newsletter/calendar facilitation- board approval required month prior to release.
- j. Receipt of registration and or fees.
- k. Mandatory reporting of any incident or injury to him/herself or program attendees.

Certifications

Individual contractors are required to provide current documentation of CPR/First Aid & Criminal Record Checks prior to commencement of contract. Individual contractors are responsible for their own liability and WCB coverage. Preference will be given to applicants with ECE certification.

Ensure to submit a cover letter and resume to admin@ancaregina.ca

Current job posting closes April 15th 2019, interviews will commence after that date.