

The Municipality of West Perth

Employment Opportunity

After School Program Leader, Part-Time

Under the direction and guidance of the Child and Youth Program Lead, the After School Program Leader assists with the implementation of a variety of different recreation activities offered to children at the Kidz Korner After School Program at the West Perth Community Centre. This includes initiating activities, instructing, assisting, and supervising children and providing a safe and welcoming environment. The After School Program Leader is responsible for walking the children from Upper Thames Elementary School to the Community Centre, ensuring appropriate supervision and adherence to safety protocols.

Responsibilities

- Ensures accurate account of all participants under supervision.
- Ensures all participants feel safe and welcome.
- Conducts self in a professional and appropriate manner.
- Implements and leads engaging activities for program participants planned by the Child and Youth Program Lead.
- Monitors participation and provides feedback to ensure a positive experience.
- Ensures equipment and supplies meet health and safety standards, are operational and stored properly when not in use.
- Takes action to deal with incidents, problems and emergencies as outlined during training.
- Works cooperatively with fellow recreation personnel to ensure necessary workflow and coverage.
- Understands and adheres to all policies and procedures.
- Demonstrates an understanding of and actively support the five principals of High Five.
- Other duties as assigned by the Child and Youth Program Lead.

Qualifications

- Experience working with children
- Current Standard First Aid, CPR C and AED training or willing to obtain
- Certification in High Five Principles of Healthy Child Development or willing to obtain

Position Details

- The Kidz Korner After School Program runs from September 8, 2026 – June 29, 2027
- This position is part-time, working up to 15 hours/week; shifts begin at 2:45pm
- Hourly Pay Range: \$16.94 - \$21.17
- Current Criminal Record Check will be required as a condition of employment

Join the Team!

Interested individuals with these qualifications are encouraged to email a cover letter and resume to Human Resources at hr@westperth.com. For more information about West Perth, visit www.westperth.com

This posting will remain open until the position has been filled.

We thank all applicants who apply, however, only those considered for an interview will be contacted. The Municipality of West Perth is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Perth will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.