



SITE SUPERVISOR

HOURS OF OPERATION:

Before and After School Programs (Split Shift):

- 7:00am to 9:00am (Before School)
- 2:00pm/3:00pm to 6:30pm* (After School Program – hours vary per school location*)

QUALIFICATIONS:

As a Fun on the Run team member, you will need to provide the following documents:

- A current Vulnerable Sector Screening (within 6 months)
- A clear and detailed medical record with an up-to-date immunization record, including a 2 Step Tuberculosis (TB) test
- A valid Standard First Aid and CPR Level C certification
- A copy of completion of the Worker Health and Safety Awareness online certification
- A valid Food Handlers certification

ROLES AND RESPONSIBILITIES:

*As a **Site Supervisor** with Fun on the Run, the Employee is required to fulfill the following duties on a daily basis. Please note that the full list of duties and responsibilities is **NOT LIMITED** to the items listed below:*

- Oversee the day-to-day delivery of the before-and-after school program
- Ensure that each classroom's program encompasses child-directed and open-ended learning opportunities
- Prepare and serve morning breakfast and afternoon snack on a daily basis (if applicable)
- Ensure that daily records of children's attendance, injuries, and activities are properly maintained throughout the morning and afternoon program and that communication logs are completed
- Organize and replenish classroom materials as required
- Ensure that a weekly program plan is developed within each classroom and that it meets the physical, intellectual, cognitive, and emotional needs of each child in the program. All learning experiences must be based on the interests and skills of each child. The program plan must also be linked to the early learning document, "How Does Learning Happen?" and must be posted where it is visible to all families and visitors
- Abide by Fun on the Run's program statement, along with all established policies and procedures
- Maintain all personal information related to the Centre, families, children, and team members, ensuring that they remain confidential at all times
- Report to the Program Manager to resolve any concerns regarding a child, family or team member
- Treat all children, families, team members, and all members of the school community with dignity and respect

- Remember that the needs of all children and families always come first; supervision of the children and team members is of the utmost importance, in order to ensure safety and awareness
- Work co-operatively and professionally with other team members; the concept of teamwork must be integrated on a daily basis within your practice
- Ensure that all classrooms are organized and clean on a daily basis. It is crucial to report to the Program Manager if there are any safety concerns in the classroom or outside
- Honor your duty to report to the Children's Aid Society (C.A.S.) if you suspect and/or witness child abuse
- Establish positive daily communication with the parents/caregivers, as well as acknowledging each child and team member when they arrive and when they leave the program
- Attend all mandatory team member meetings and supervisor meetings
- Ensure that there are suitable outlets available for team members to display pedagogical documentation throughout the classroom, to showcase the children's diverse interests, skills, and abilities (make each child's learning visible)
- Follow and abide by the behaviour management, anti-racism, and child abuse policies enforced by Fun on the Run
- Supervise placement students volunteering at Fun on the Run, as well as evaluate their progress with the proper tools provided by their educational institution
- Provide daily care for children on a split-shift basis, as well as complete office hours on a weekly basis for snack pick-up/delivery and office duties
- Encourage team members to share and maintain clear and consistent behaviour management techniques, to ensure the best possible consistency in managing/decreasing undesirable behaviours in children
- Demonstrate strong interpersonal skills with an emphasis on teamwork and leadership
- Work together with the Program Manager and DiverseEd Consultant, in an effort to secure Enhanced Funding for children with diverse needs
- Establish positive communication with parents/caregivers on and off site. This includes phone calls, emails, and monthly newsletters
- Complete office hours throughout the duration of each week. Tasks may include but are not limited to creating monthly newsletters, developing tax receipts, answering phone calls and emails, etc.
- Attend professional development courses periodically throughout the school year