



Job Posting

Title:	Before and After School Care Supervisor, Junior School
Department:	Student Life
Effective:	January 2019
Posting Dates:	November 29 - December 14, 2018

Havergal College is a pre-eminent Canadian independent school for girls from JK to 12. We are seeking an enthusiastic and dedicated individual to join our Junior School community (JK-Grade 6) as the Before and After School Care Supervisor. This position is part-time, Monday – Friday 7:15am to 8:00am and 3:00pm to 6:00pm.

Position Description

Havergal College's Junior School Aftercare Program ('Gatorcare') provides students with an engaging and safe environment, which is consistent with the mission and values of the school. The Before and After School Care Supervisor will be responsible for assisting with childcare and leading developmentally appropriate activities.

As an experienced caregiver at Havergal College, you will supervise and support students in the after-care program. You will contribute to the development of an environment that is safe, engaging and dynamic; you will enjoy what you do. Students will find you to be approachable, available, knowledgeable, genuine and supportive. A member of the Aftercare team, you will be collegial, collaborative, and supportive of the other team members including the assistant. The successful candidate may have the opportunity to be part of the Junior School Supply Teacher list.

Responsibilities and Duties

- Organize and lead developmentally appropriate activities that are engaging to girls aged 4 – 12
- Develop programs for indoor and outdoor environments
- Ensure the safety and security of the students in the aftercare program from arrival through to dismissal
- Be knowledgeable of and practice emergency procedures
- Communicate with parents and students in a timely manner
- Maintain accurate records
- Other duties as assigned

Qualifications, Knowledge and Experience

- Previous experience working with children in a supervisory capacity
- Professional, positive, approachable, creative and flexible
- Ability to take initiative and follow directions, as required
- Current ‘Vulnerable Sector’ Police screening required
- First Aid and CPR training an asset

Employment and Application Details

The appointment is effective January 2019. Our faculty and staff are the competitive advantage at Havergal College. To apply, please submit your application by **December 14, 2018** to Human Resources at careers@havergal.on.ca and include in the subject heading “Before and After School Care Supervisor”.

We thank all candidates in advance. We will however, contact only those selected for an interview. **No phone calls please.**

For more information, please visit www.havergal.on.ca.

Havergal College is committed to providing accommodations for persons with disabilities. If you require accommodations, please contact Cathy LeBlanc at 416-483-3519 ext. 6605 or by email at careers@havergal.on.ca.