

## **Instructor - Casual / Sub**

### **Scope of Responsibilities:**

The casual/sub Childcare Instructor provides direct supervision to a group of children during times the Prospect Road Community Centre Child Care Programs are running. Supported by the Lead Child Care Instructor, this position will assist with set up/clean up for programs, engage and participate with children during program activities, and provide a safe environment for all children attending the PRCC.

### **Competencies Required:**

- Plan and lead various introductory level recreation programs (ie. Games, sports, crafts, etc) to children ages 2.5-12 years
- Adapt all activities to meet the needs of program participants and implement program curriculum based on age group, skill level, location, equipment, etc.
- Present activities in a way that is fun, engaging and develops the appropriate skills.
- Treat all students in a respectful, responsible and fair manner, respond appropriately to student initiated interactions and demonstrate fair judgment when coping with chaotic or conflicting situations.
- Employ standard health practices.
- Maintain confidentiality as the norm in all issues related to students and parents.
- Provide a safe and positive environment for all participants, ensuring safe rules are established according to policies and procedures set forward by the program.
- Document and communicate any incidents, accidents or damages while supervising the program, along with recording and reporting program attendance.
- Provide quality customer service and interact professionally with all program participants, co-workers, parents and the public.

### **Qualifications:**

- First Aid, CPR or willingness to obtain
- Must be legally entitled to work in Canada, must have resided in Nova Scotia at least six months prior to start of employment.

## **Specific Job Components:**

- Casual/on call position
- Possible to move into a regular part-time position
- PD, Holiday, and March Break Camps if school schedule permits
- Available hours are from 2:30pm - 6:00pm.
- Position can work preferred days and/or times of days. Preference will be given to those who can work current shifts needing to be filled.

**Hours:** This is a casual/part time position you will be on call when needed.

**Salary:** \$16.75/hour plus 4% vacation pay.

## **Benefits:**

- Free Fitness Centre Membership (Employees must be 15 years of age or older to use Fitness Centre)
- Opportunities to Participate in PRCC Offered Recreational/Sport Programs at no cost.
- Free Professional Development Opportunities
- Availability to Work Multiple Positions at PRCC

Revised April 2026