



**Program Team Leader
EXCEL Program**

Title

Program Team Leader – EXCEL Program

Scope of Responsibilities

The EXCEL Program Team Leader is responsible for the overall coordination of recreation programs operating at a school site. The Program Team Leader creates and implements core program plans, oversees the daily operation of the programs and directs other program staff to provide support, assistance and programming to the students enrolled in the EXCEL Program. The Program Team Leader is responsible for leading a team of staff and reports directly to the Recreation Programmer, EXCEL Program.

Competencies Required

The Program Team Leader in the EXCEL Program shall have the following competencies:

- (a) The ability to supervise children in a variety of settings;
- (b) The ability to treat all students in a respectful, responsible and fair manner with due consideration to the student's physical, social and psychological development;
- (c) The ability to apply appropriate responses to student initiated interactions;
- (d) The ability to apply fair and sound judgment when coping with chaotic or conflict situations;
- (e) Strong interpersonal, oral and written communication skills;
- (f) The ability to monitor and employ standard health practices;
- (g) The ability to apply knowledge and experience of health and safety requirements;
- (h) The ability to problem solve and render quick, precise decisions;
- (i) The ability to provide leadership and direction to staff and students;
- (j) The ability to create and implement recreational and educational programming;
- (k) The ability to utilize current technologies with an emphasis on computer programs including Microsoft Word, Excel and Outlook;
- (l) The ability to work effectively as part of a team;
- (m) The ability to work and communicate effectively within the Halifax Regional Centre for Education including parents, staff, school staff and students;
- (n) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (o) The ability to promote and maintain confidentiality;
- (p) The desire and ability to engage in on-going training and professional development.

Qualifications

- (a) Early Childhood Education diploma or University background in child studies or Recreation, or related experience in a professional child-care field;
- (b) High School Diploma or equivalent;
- (c) Previous experience leading and supervising a team of staff;
- (d) Physical abilities consistent with requirements of the job which may include personal and physical care;
- (e) Valid First Aid / CPR certification;
- (f) Non-Violent Crisis Intervention Training (mandatory training will be provided for individuals without certification).

Specific Job Components

The EXCEL Program Team Leader shall perform tasks as are assigned by the Recreation Programmer. These tasks may vary, from time to time, with the evolution of the organization and include but not be limited to the following:

- (a) Organization of structured, recreational based activities;
- (b) Inclusion of core programming learning initiatives;
- (c) Provide assistance and direction to onsite program staff;
- (d) Actively participate in the development and implementation of the program plan;
- (e) Supervise students and staff to ensure a safe environment;
- (f) Assist students with personal care and hygiene;
- (g) Assist students getting dressed for outside play and/or activities;
- (h) Oversee and participate in outside play and/or activities;
- (i) Facilitate positive interactions among all students;
- (j) General clean-up/pick-up at completion of program times (not to interfere with or replace custodial tasks);
- (k) May be required to distribute medication under standard procedures at the direction of the Recreation Programmer;
- (l) Provide feedback on his/her observations of staff to the Recreation Programmer;
- (m) Address parent and school staff inquiries;
- (n) Requisition supplies from Recreation Programmer;
- (o) Purchase consumable supplies;
- (p) Preparation, submission and storage of payroll and attendance records;
- (q) Reporting of incidents and accidents through established forms and procedures;
- (r) Distribution of EXCEL program literature as required;
- (s) Attend and participate in all staff meetings and training sessions;
- (t) Consult with Recreation Programmer on matters relating to program staff performance;
- (u) Provide feedback on his/her observations of students to the Recreation Programmer or parent/guardian;
- (v) Other duties as required.