



POSITION TITLE: ACTIVITIES COORDINATOR

Reports to: Principal

Function/Purpose:

Activities Coordinator is responsible for planning and coordinating social, leisure, recreational and educational activities, events and opportunities with students.

Required Education, Knowledge, Qualifications and Experience:

- Possess a Grade 12 diploma.
- A recognized post-secondary Diploma or Degree or equivalent post-secondary education in a related area as approved by the Board of Education.
- Other related training or experience in the field of Education, Health, Child and Family Services, Social Work, or Psychology would be an asset.

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- Team building and collaboration
- Working with minimal supervision
- Organizational skills
- Interpersonal and communication skills
- Initiative and adaptability.
- Prioritizing multiple demands.
- Classroom presentations.
- Trustworthy and Respectful
- Approachable and Accessible
- Flexible and Collaborative

Duties and Responsibilities:

Without restricting the generality of the description above, the Activities Coordinator shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Responsible for the promotion, coordination and implementation of approved student programs and activities.
- Coordinate and communicate with agencies, volunteers and other community organization
- Observe students daily health and behavioral changes
- Assist with the inventory of program supplies.
- Promote community inclusion opportunities whereby students assume roles within the local community.
- Identify resources to support clients and staff in accomplishing community inclusion successfully.
- Develop a monthly activity calendar and assure appropriate staff and financial resources.
- Create, develop, and implement a full event, activity and fitness program to satisfy the mind, body and spirit of students.

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- Planning activities and outing to students in music, art and physical movement.
- Ensure students safety and structure activities in accordance with the abilities of the group as a whole.
- Assist in providing after school programs such as basketball, volleyball, Tug o war, and marathon.
- Promote and mentor students.
- Supervise, oversee and monitor recreational, leisure and sporting event in all weather conditions.
- Expect to lift, carry and manage equipment and supplies and participate in and train others in rules of sport/activity.
- Assist tournaments, clinics, fundraising activities, family night.
- Support Division based initiatives and programming relating to Activities.
- Coordinate and implement programs to raise awareness of issues related to student Activities including fitness, nutrition, mental, and social and emotional health, and making safe and healthy choices.
- Support classroom teachers in delivery of student support programming.
- Provide student support related to specific Activities issues involving social, emotional, and behavioral challenges in a trusting, safe respectful environment.
- Collaborate with staff to establish Activities programming in an inclusive school and classroom environment.
- Act as an interagency liaison with related outside agencies.
- Coordinate referrals of students and or families to outside agencies when appropriate.
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Uphold an exemplary professional image, remaining aware that our actions and words are a direct reflection of Northwest School Division.
- Respect the privacy of students and families and take all reasonable and legal measures to ensure that such privacy is maintained both professionally and through the use of technology.
- Comply with all legal obligations and not knowingly violate any legislated act, regulation or by-law that relates to the delivery of professional services.
- Be knowledgeable and supportive of applicable Board policies.

Judgment, Independence and Client Contact:

- **Confidentiality:**

The Activity Coordinator is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the school division. Information regarding a student, staff member or board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education.

- **Independence:**

The Activity Coordinator is expected to take initiative and work independently.

- **Working Jointly with Other Staff on Common Assignments or Tasks:**

This position involves working jointly with other staff, teachers and school-based administration on a daily basis.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success

Vision: One student at a time.

Director Approved September 2016