



We are looking for an  
**After School Activities Director**  
**15-25 hours/week, Monday-Friday 2-5:30pm**  
**\$17-\$22/hour + 4% vacation**

Do you love to work with children? Are you someone who goes above and beyond?  
Do you love to be outdoors, active, and having fun? Would you make a good role model for youth?  
**If yes to all, please submit your application to us at [info@viavitaacademy.ca](mailto:info@viavitaacademy.ca)**

**Applicants must have:**

- Criminal Records Check & Child Abuse Registry Check
- 3 References
- Passion to work with children
- Related experience and strong work ethic

**Key Competencies we require you to innately have:**

- Self-motivation, taking initiative, problem solving, decision making & critical thinking.
- Flexibility, adaptability & reliability in a busy, fast paced, high energy environment.
- Exceptional organization, attention to detail, good verbal & written communication skills.
- Ability to lead, work as a team, collaborate, model responsibility & positive leadership.
- Physical ability to pull a wagon, be on feet for extended periods, and maintain a positive attitude while running high energy activities.
- Passion to work with children & their families.
- Experience using social media, online storage, apps, email, phone & camera.

**Main Job Tasks and Responsibilities**

- Walk about 2 km, round trip, to local schools to safely pick up children and bring them to the AS program, towing wagon with their backpacks. Ensure safety, fun and organization while walking.
- Plan, gather supplies, and lead activities for the program such as games, sports, crafts, science experiments, and outdoor activities that engage curiosity, enthusiasm and interests, building self-confidence and leadership skills.
- Work together with other staff to create meaningful, safe and enjoyable experiences for children.
- Manage children's behaviour in accordance with VVA philosophies and routines that support positive child development.
- Keep facility clean and tidy, daily.
- Report and communicate to parents of children's progress, experiences, and upcoming events.
- Communicate with managers of progress, challenges, and successes.