



<b>Position:</b>	Safe Arrival Coordinator	<b>Type of Employment:</b>	School Year contract
<b>Reports to:</b>	Program Director	<b>Club Location:</b>	Windsor Unit
<b>Hours:</b>	22 -25 / week (weekdays)	<b>Wage:</b>	\$15.25 / hour

**Overall function of the Safe Arrival Coordinator**  
 To promote, organize and implement the Safe Arrival After School Program at the Boys & Girls Club.  
 To ensure safety of the children and manage the registrations of all participants.

<b>Qualifications &amp; Requirements</b>	
Criminal / Child Welfare Check	First Aid & CPR
High Five Certification	Education in the Human Service Field
Previous work with children an asset	Class F is an asset (if over 25)

- Responsibilities**
- Attend training, & orientation sessions (online & in person)
  - Promote the program in our participating schools through newsletters & announcements
  - Ensure to be knowledgeable with fire / missing child safety procedures
  - Registration of participants
  - Communication with bussing and schools as required
  - Escort children safely off the busses upon arrival at the Club daily
  - Contact parents & schools if a child is not accounted for
  - Organize and take payments from parents for the Safe Arrival Program
  - Compile lists and train staff for Safe Walkers component
  - Maintain neat & organized attendance records for reporting statistics
  - Once completed the Safe Arrival, lead activities for children in an area
  - Plan, implement and evaluate age appropriate activities
  - Ensure planning has a variety of indoor / outdoor activities
  - Prepare and implement weekly calendars
  - Prepare reports when required
  - Conflict resolution with staff / members
  - Administer first aid when required
  - Bring to the attention of the Supervisor any concerns or incidents that require follow up.
  - Provide a safe and healthy environment for all youth attending the Club.
  - Ensure all covid protocols are explained and followed by your group.
  - Cleaning & Sanitizing the building, toys, furniture, etc...
  - Any other related duties

**Children are not a distraction from more important work.  
 They are the most important work!!**