



Position:	Safe Arrival Coordinator	Type of Employment:	School Year contract
Reports to:	Program Director	Club Location:	Windsor Unit
Hours:	22 -25 / week (weekdays)	Wage:	\$17.50 / 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.

Qualifications & Requirements	
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!!**