



## **After School Program Educator**

At Create Art Studio, we believe that everyone is creative and we help guide our students to uncover and develop their own creative skills through visual art. We're passionate about sharing art in a fun, safe environment that builds a community. We offer art classes in-person and online, a private elementary school, after school program, birthday parties, social art events, corporate team building, and a retail art gallery and ceramics studio.

### **Job Description**

As an Educator in our After School Program for elementary aged students at Create Art Studio, you will plan and deliver of art lessons, ensure the safety of children in our program, and support child development through a whole child approach. You are able to easily manage groups of children of differing abilities and personalities. You're a team player who approaches life and work with a positive attitude and an infectious sense of curiosity.

You are committed to following all public health recommendations and guidelines both at work and in your personal life to maintain the highest possible degree of care for our students, their families, and staff who are in high-risk situations in respect to Covid-19.

This position is specifically focused on our after school program, with the opportunity to expand to other responsibilities within the studio, based on skills and experience.

### **Duties and Responsibilities:**

- Follow the guidance of the Lead Educators and Program Director to plan, document and deliver lessons, prepare student materials, tidy and clean the studio, and organize supplies as needed
- Walk to local schools to pick up students, deliver organized outdoor play, and safely get students to the studio, no matter the weather conditions
- Be prepared to teach in-person and online, switching as necessary through the program based on current conditions
- For in-studio classes:



- Ensure supplies and equipment are set-up in advance of student arrival and are cleaned and stored immediately following use
- Clean studio immediately following program, leaving it in as good or better condition, including but not limited to cleaning tables, chairs and high touch surfaces, sweep debris from floor, empty garbage and recycling bins if necessary
- For online classes:
  - Ensure software is kept up to date
  - Maintain home studio equipment in good working order
- Arrive with sufficient time in advance of shift to be ready to start work on time
- Actively participate in training, staff meetings, and planning sessions
- Maintain a helpful and friendly approach to customer service, staying informed of studio and class news to share with students and families
- Distribute administrative materials and program evaluations as required
- Ensure health and safety and policies and procedures are followed
- Efficiently deal with incidents, problems and emergencies as outlined by policies and procedures
- Respond to inquiries from parents/guardians, participants, staff and the general public in a friendly and helpful manner
- Model HIGH FIVE® Principles at all times with team members and students

### **Required skills and experience**

- High energy, friendly and positive personality who champions diversity
- Passionate about child education and development
- Post-secondary education or professional work experience in Child and Youth Work, Early Childhood Education, Junior Elementary, Visual or Performing Arts, or related discipline
- 2-3 years of experience instructing educational arts programs to children
- Ability to manage an in-person classroom of up to 20 participants or a digital classroom of up to 10 participants
- Ability to lift and carry up to 20kg and to climb up to 20 stairs
- Experienced in safety protocols involved in care of children
- Strong leadership, organizational, and communication skills
- Excellent problem solving skills, with excellent decision making capabilities
- A team player who doesn't wait for someone else to step up



- Ability to maintain strict confidentiality and unquestionable integrity
  - Valid First Aid with CPR-C or ability to obtain
  - Valid Vulnerable Sector Check or ability to obtain
  - High Five certification preferred
  - Bilingualism an asset
  - Preference given to candidates with proof of full Covid-19 vaccination status.
- Please do not send your health information with your application. You will be asked to confirm during the interview stage.

### **Conditions of Employment**

- This role operates exclusively during weekday afternoons. To apply for this role, you must be available between 1pm - 6pm on weekdays. Preference is given to candidates who can work this shift every weekday.
- You will be outdoors every shift for up to 2 hours, regardless of weather conditions
- Work involves mental and visual concentration with frequent interruptions and some physical activity is involved
- All offers of employment are conditional on a Criminal Reference Check, Vulnerable Sector Screening (to be completed by Create Art Studio) and valid First Aid with CPR certificate

### **Rate of Pay**

This role is paid hourly within the range of \$16-20 per hour, depending on experience, with 4% vacation pay.