

15641-96 Ave  
Edmonton, AB, T5P 2R7  
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www.kidsontrack.org



## Character Club Leader's Job Description

**Location:** Various West Edmonton schools, Kids On Track offices (15641-96 Ave)

**Hourly Wage:** \$14/hour + 4% vacation paid out monthly, September-June, (2.5 hours paid for each club)

**How To Apply:** Send a resume and cover letter to [kristy@kidsontrack.org](mailto:kristy@kidsontrack.org)

### Club Leader Overview

- Provide leadership for a weekly 1.5 hour after school club for elementary aged children
- Provide positive mentorship and follow a set-out Christian curriculum

### Responsibilities

- Review, prepare, and implement Christian faith-based character lessons and activities
- Liaison with the school staff and families
- Provide positive mentorship to the children in the club
- Maintain contact with the children and families
- Attend mandatory training and planning meetings
- Set up and clean up of the club spaces
- Assist and mentor club volunteers
- Contribute to development of internal and external developmental assets through offering affirmation, recognition, emotional support, and a welcoming and safe environment
- Create a warm and welcoming environment for children
- Maintain behavioural management
- Utilize a variety of learning activities including, music, drama, art, games, and storytelling
- Model appropriate conflict resolution
- Ensure all club policies and procedures are followed

### Qualifications/Requirements:

- **Must be a professing and practicing Christian adhering to a Christian lifestyle and subscribing to the Statement of Faith and the Statement of Values and Beliefs of Kids On Track Association of Edmonton, must sign a Lifestyle Policy**
- Have a good understanding of child development and have experience leading children's groups and activities
- Must be able to work in a team setting
- Must be punctual and reliable
- Creative presentation experience is an asset (drama, puppetry, music, crafts, illusions)
- Must have current first aid/CPR (Level C)
- Must be able to meet at the KOT Offices, pick up resources for the club, and travel to the club
- Must submit a Criminal Record Check and an Intervention Record Check

### Organization Profile:

Kids On Track is a Christian faith-based children's charity that serves disadvantaged youth, children, and families in the West Edmonton area since 1992. You can see all of our program's profiles at [www.kidsontrack.org](http://www.kidsontrack.org)